

Memorandum

To: MPL Board of Trustees
From: Kristin Stoeger, Library Director
Re: Special Events Library parking lot guidelines
Date: July 18, 2019

Based on suggestions by Library Board members, here are some possible guidelines for establishing use of the Library parking lot. I am looking for discussion and revision of guidelines for use of the Library parking lot at tonight's meeting. I would recommend review of guidelines by City Attorney's office for final approval at August Board meeting. The approved guidelines will be added to our website and shared on the city's website for inclusion with special event requests. Here are some initial ideas regarding use of our parking lot for discussion:

Guidelines on how to submit a request for use of library parking lot

- If possible, I would recommend requests for library parking lot use be made through the normal special events procedure through the city. This will help to streamline the process for special events, and ensure timely communication. Should the Library Board chose to pursue this route, I would begin discussions with city personnel regarding collaboration in this area.

Guidelines for Use of Library Parking Lot

Library (707 Quay Street)

- Parking Lot
 - Available for one-day events upon Library Board and City Council approval
 - Submission of request must be submitted at least two months prior to the event to allow time for approval at the monthly Board meeting (Fourth Monday of each month)
 - *A day is defined from 12 am until 12 pm of that specific day and shall include set up and clean up; it is not a 24 hour period.*
 - *Multi-day, partial lot closure requests may be considered upon 2/3 or greater approval of Library Board.*
 - *Maximum: Two multi-day event lot closures per calendar year, not to occur in the same month.*
 - *May not exceed use of more than half of parking lot; and special event is required to provide alternate parking of ~30 parking stalls within 1/5 mile of Library building.*
 - Use of the Library parking lot is limited to no more than two (2) events per month
 - Special event must supply proof of event insurance at least one month prior to the event
 - Use of stakes in our asphalt is strictly prohibited
 - *Special event is allowed to stake our lawn, but it is their responsibility to contact Digger's Hotline*
 - *Special event is liable for any damage*
 - Food vendors are prohibited from use of parking lot to prevent damage from spills and grease stains
 - Cleaning of this space is the responsibility of the special event to ensure the surface is clean of such things as debris, refuse, and recyclables. Should the lot be full of

debris, a penalty of \$50 per hour will be assessed to the special event for the time it takes to clean this space.

- Special event is responsible for security of this space while in use
- Special event may not charge for entrance into library parking lot space to align with state guidelines for libraries to provide free access to knowledge, information and diversity of ideas for all residents of the state
- Special event must be in line with the Library's mission, vision and values
- Electrical use of outside Library receptacles must be requested in writing with two weeks advance notice for approval by Library Facilities Manager and Library Director; use must be within 110 volt use
- Any abuse of these guidelines will prohibit future use of this space
- Library facilities (restrooms, conference rooms, and common areas) may be used during normal business hours for special events held in the parking lot but such use may not disrupt Library business or restrict access for those individuals seeking to conduct business within the Library. Library facilities are not available for special events outside normal business hours. *Normal business hours are 9:00 a.m. to 8:00 p.m. Monday through Thursday; 9:00 a.m. to 6:00 p.m. Friday; 9:00 a.m. to 3:00 p.m. Saturday; 12:00 p.m. to 4:00 p.m. Sunday*
- *Note from City of Manitowoc guidelines: Downtown streets may be considered for closure to vehicular traffic only. Sidewalks shall remain fully open to the public during any street or event space closure.*

Additionally, we may want to consider an outside book return for closures of our parking lot and/or Franklin Street. A remote book return would cost ~\$6,000-10,000. At this time, I do not have a source for this funding. I would also recommend that any guidelines approved does not impact any prior Library Board-approved special event use for 2019.

Thank you for your consideration.