

## Photographic and/or Audio/Visual Session in the Library Procedure

The library is cognizant of the historical and artistic nature of the formal Plaza Hotel structure, in particular the lobby area of the first floor. Individuals and professional photographers are encouraged to record this part of the community's heritage. There are no restrictions or fees for the use of these images, however identifying the images as the Piqua Public Library shall be encouraged.

Photographic or other audio/visual sessions in the library that will impede patron use of the facility and/or take over thirty minutes during regularly scheduled library hours must be approved at least 2 weeks in advance by the Library Director. No sessions will be held before the library opens or after it closes nor will they be allowed to exceed the approved thirty-minute duration.

Additionally, the library may be decorated for various events and/or holidays. These decorations will not be taken down or removed for a session, nor are the library furniture or displays to be rearranged or moved.

It is required that noise levels during a session shall be kept at a reasonable level. Maintaining appropriate behavior is the direct responsibility of the individual who was approved for the session. Any behavior that violates the library's Patron Code of Conduct can result in the session being cancelled immediately.

Completion and submission of this form shall be conducted at least one month before the requested session date to the Library Administration Department. The library reserves all rights to decline approval of any requested photo session. We recommend the library calendar be consulted prior to requests to ensure the session does not coincide with a library program as no approvals will be given for those dates and times. Completed form with proper signatures must be brought to the session and presented to the library staff or it cannot take place.

Please see the Piqua Public Library website ([www.piqualibrary.org](http://www.piqualibrary.org)) for current hours and scheduled closures.

I, \_\_\_\_\_, have read, understood, and agree to the above stipulations.  
(Print Name)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Piqua Public Library**  
**116 West High Street, Piqua, OH 45356**  
**USE FORM**

This Form acknowledges the below listed photographer and/or individuals/ groups who will be using the interior of the Piqua Public Library during the date and times listed. Restrictions are listed in the "Photographic and/or Audio/Visual Sessions in the Library Procedure."

1.) Individual/Groups using Library

Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

2.) Photographer (audio/visual provider) using Library

Contact Person's Name \_\_\_\_\_ Phone \_\_\_\_\_

3.) Day, Date, and Times of Use (Limit of 30 minutes)

Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

4.) Type of Event

Wedding \_\_\_\_\_ Individual Prom \_\_\_\_\_ Team \_\_\_\_\_

Family \_\_\_\_\_ Other \_\_\_\_\_

Number of People Expected \_\_\_\_\_

5.) This form provides for use of the historical lobby and the marble stairs leading from it. Additional areas in the library must be approved individually.

Other Areas Requested \_\_\_\_\_

Will you enter the Library from: Front Door \_\_\_\_\_ or Elevator \_\_\_\_\_

6.) Individual Requesting and responsible for use of the Library facility:

Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Library Approval

Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_