

Community Block Party Rules and Regulations for Community Organizations



- The James Prendergast Library Community Block Party is a rain-or-shine event! All community organizations will be located outside on Cherry Street unless there is a severe weather event. If severe weather occurs, all organizations will be moved inside the library.
- A community organization's staff and volunteers must comply with all library policies, fire codes, laws, ordinances, and regulations. Failure to comply may result in removal from the event.
- Community organizations need to have their booth space set up by 10:45 am. The library will open at 9:00 am the day of the event to accommodate the setup of booth spaces.
- Community organizations are required to operate the entire time that the Block Party is open from 11:00 a.m. - 2:00 p.m. If circumstances arise and an organization must leave before the end of the event, they will notify library staff as soon as possible.
- All booths are encouraged to use a tent. Community organizations must supply their own tents. The library will provide each organization with a 6-ft table and two chairs.
- Booth locations are not guaranteed and are made at the discretion and need of library management.
- Community organizations will be responsible for the setup and removal of their displays and equipment. All displays, merchandise, and equipment must be contained within the assigned booth space.
- Walking the grounds outside or inside the library to sell merchandise or hand out fliers is prohibited.
- Political activity such as campaigning or political activities are not permitted.
- A community organization's staff and volunteers may park in the library's parking lot to unload display materials but are asked to move their cars once they are finished setting up their booth space. This ensures there are parking spaces for Block Party attendees.
- If an organization requires special accessibility accommodations, requests need to be made before the day of the event to ensure the library can comply with all requests.



Dear Community Partner,

Please join us on Saturday, June 29, 2024, from 11:00 a.m. to 2:00 p.m. for the 3rd Annual James Prendergast Library Community Block Party. Last year, we welcomed over 1000 people and hope to double attendance this year. The Prendergast Library Community Block Party kicks off the Summer Reading Program and brings people together to celebrate community and friendship.

This year we are growing and adding more activities and programs. Here's what to expect:

- A full day of music provided by **Infinity Performing Arts** with a stage and seating area
- A marketplace with vendors selling an assortment of artisan made items
- Food Trucks such as Taste of Buffalo, Off the Stick Ice Cream Company & Foodies Sweets N Eats
- Coordinated Games and Activities, such as cornhole and horseshoes
- An art tent with collaborate maker activities.
- A special Booksale with vintage items, bestsellers, gift books, records, puzzles and more.
- A plant giveaway tent with information about the library's new native plant gardens
- A new **Poetry Walk** around the library's gardens and historic building
- An interactive Summer Reading treasure map activity to encourage interaction with community partners

And of course, you, the community organizations that are at the heart of what we do!

This year, all participating nonprofit groups can sell items to benefit their organizations, hold drawings, and sell tickets for events. This is a rain-or-shine event, and all community organization will be outdoors unless weather is extremely unfriendly (think lots of rain and wind).

In order to keep things flowing smoothly and to make sure we are doing everything we can to make your experience great, please fill out the nonprofit tabling form. You can fill out the form online at www.prendergastlibrary.org/blockparty or pick up a form at the library's Circulation Desk.

The information you provide will be used in publicity and assist us in organizing the event. In addition to the form, we have included a form on rules and regulations, an informational flyer about the event, a marketing flyer to post, and social media graphics to use. **Completed forms are due by May 15, 2024.** This year we have room for thirty (30) community organizations. We cannot take any additional organizations after May 15, 2024 to ensure there is enough space for everyone. Community organizations are excepted on a first-come, first-served basis.

Your participation in the Prendergast Library's Community Block Party is greatly appreciated. To show our appreciation for your organization, we will give a library Booksale gift card and one ticket to the basket drawings to all staff and volunteers present.

We hope you can join us!

Sincerely,

James Prendergast Library Association