



RICHMOND PUBLIC LIBRARY

Title: Music Concerts Policy

Policy Number: 09.02

Revised Date: 07/23/2025

Music concerts are sponsored by the Richmond Public Library (RPL) to support the artistic and cultural life of the community, offering an opportunity for Richmond residents to hear concerts by local and regional performers. Richmond Public Library welcomes applications from local performers for consideration as presenters.

Performers applying for inclusion in the Concert series should review this information. Applications are to be sent to the RPL staff member acting as program coordinator.

As written in 09.01 Meeting Rooms Policy #7, "Musical recitals and individual practice sessions are not permitted" uses of our Meeting Rooms by the public.

Applications

- If you wish to be considered as a presenter, you must submit a cover letter and samples of your work to the program coordinator, along with accurate contact information.
- Applications are accepted on a rolling basis.

Letter of Agreement

- Performers will sign a Letter of Agreement created by the program coordinator that details: fees, date/time/location, technical requirements, and itinerary for the concert.

Concert Dates

- Music concerts are booked on a schedule to align with the library's marketing production deadlines.
- Concerts will be booked approximately six months in advance.
- All scheduling will be done at the discretion of RPL staff.
- If the library must cancel a concert, or the presenter cancels because of unforeseen circumstances, the concert will be rescheduled if possible.

Technical Requirements and Rehearsals

- All questions about equipment and gear must be handled ahead of time and in writing to the program coordinator.
- Rehearsal times must be arranged in advance with the program coordinator.
- Requests for equipment or rehearsals may be denied at the discretion of the program coordinator.

Publicity and Promotion, Concert Programs

- Print and social media graphics for concerts will be handled by the program coordinator.
- Performers are welcome to advertise their performances through their own channels, providing accurate information about time/date/location, but may not use the library's logo or represent the library in their communications.

Miscellaneous

- The Library is not responsible for musical instruments or other items brought into the library by the presenter(s).
- Performers must bring assistants or volunteers to help with load-in and load-out. The program coordinator is not responsible for setting up performers' gear.
- Performers may sell records or merchandise directly related to their performance. Performers are responsible for managing all of their own sales.

Approved: September 2006

Reviewed: January 2012

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