

WJ Niederkorn Library Community Room Policy

The WJ Niederkorn Library Board considers the Community Room an asset for the community and encourages its use by individuals, community groups and businesses for non-profit activities.

Rules and Regulations

Sales, Admission Fees

Programs or meetings involving the sale, advertisement or promotion of commercial products or services are prohibited with the exception of the WJ Niederkorn Library, the Friends of the WJ Niederkorn Library, and the City of Port Washington.

No admission fee, registration fee, donations, or other types of charges may be sought from or charged to those attending a program or meeting in the Community Room.

Open to Public

All programs must be free and open to any member of the public. Meetings do not need to be open to the public. No person's right to attend a meeting or program will be denied or abridged because of origin, age, race, sex, background, views, religion, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason. Meetings may deny access based on membership.

Disallowed Programs and Meetings

Events of strictly social nature such as parties, weddings, showers are not permitted.

Events involving the use of Hazardous materials, such as paints, chemicals, and other flammable or toxic materials are not permitted.

Activities prohibited under, local, state, and/or federal law are not permitted.

Reservations/Hours

Library sponsored/cosponsored meetings and programs have the highest priority. The City of Port Washington has the next highest level of priority followed then by all other programs. The lowest priority is for meetings.

The Library has the right to cancel, re-schedule or postpone any uses that conflict with library sponsored programs, meetings and/or special events.

No individual, group or business may book more than 6 meetings at any one time with a limit of 12 per year. Walk-in requests will be honored if the room is available (proper registration required).

The Community Room must be vacated at least 10 minutes before library closing time.

Early access to the Community Room before opening will not be allowed. Please plan accordingly.

The room is reserved on a first come, first served basis.

Refreshments/Smoking

Light refreshments may be served, but no cooking will be permitted.

No alcoholic beverages may be served but may be approved for library sponsored events.

Smoking is not permitted anywhere in the library.

No open flames will be allowed in the Community Room.

Room Capacity/Storage

Groups must conform to the posted meeting room capacity of 265 for unobstructed use.

The library does not provide any storage for meeting room users.

Underage Groups

All meetings and programs of or for groups comprised primarily of people under the age of eighteen (18) require the presence of a responsible adult at all times.

Signage/Publicity

Publicity generated by users of the meeting room may only use the library name, address and room name for directional purposes. The use of the name, address or telephone number of the WJ Niederkorn Library as the address or headquarters by any users of the meeting room is prohibited.

Nothing may be attached to walls, ceilings, doors or furniture in the Community Room with the exception of temporary signage/displays which may be tacked to the Community Room display boards. No signs, posters, displays, etc. promoting the meeting or program may be placed anywhere in the library except on the meeting room door or on the community announcements bulletin board (with prior approval).

Library Staff and Room Setup

Except in emergencies, messages cannot be conveyed to Community Room guests.

The library does not have personnel to assist with meetings or programs or to operate equipment.

Tables, chairs and other equipment are available, but the library cannot assume responsibility for setting up the room. The library will make all attempts to help in setting up the room but no guarantees will be made. Please indicate a preferred room setup (see separate sheet). If library staff must clean up the community room beyond emptying of waste receptacles and routine vacuuming, the users will be assessed a fee of \$50.00 and be denied future use of the Community Room.

Internet Access/Video Projector

Internet access is available for those using the Community Room. Access is provided through a login and password system. Please allow time to get access permission slips from the upstairs circulation desk.

A video projector is available to checkout for use in the Community Room. Staff will not be able to assist in setup or troubleshooting. Please refer to the built in quick start guide for assistance.

Disruptions

Meeting and programs must not disrupt the use of the library by others. Persons attending meetings are subject to all library rules, regulations, and policies. Groups who disturb library activity or library users will be denied future use of meeting rooms.

Meetings must be small enough in nature to not disrupt parking at the library. For longer meetings, attendees must park further away from the library to ensure easy access for the general public. Community Room use will be denied if parking demand is anticipated to be too large. Future use of the Community Room may be denied based on following the spirit of this rule.

Right of Denial

The Library reserves the right to deny use of the community Room to users whose previous use has resulted in damage or disregard for the above policies.

Damages

The W.J. Niederkorn Library and the City of Port Washington, its employees or agents are released from any responsibility for any and all damages, claims or personal injury claims occurring during the term of this contract. It is further agreed that all property of any kind brought onto the premises shall be at the risk of the undersigned while the W.J. Niederkorn Library, the City of Port Washington, its employees or agents shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

Acknowledgement of Rules and Regulations

The rules and regulations for the use of the Community Room must be read and understood before use will be granted.

Endorsement of Event

The W.J. Niederkorn Library, the City of Port Washington, its employees or agents do not in any way endorse or contest the policies, beliefs, or activities of those approved to use the Community Room.

WJ Niederkorn Library Community Room - Request Form

Name of Individual, Organization, Group, Business: _____

Program or Meeting: _____

Date requested for event: _____

Time requested for event: _____

Person Responsible: _____

Address: _____ City, State, Zip: _____

Telephone: _____ Fax: _____

Person Making Request: _____ Telephone: _____

Liability Insurance: Yes ____ No ____ if yes, name of company: _____

Room Use Charge: _____

Applies to for profit based organizations, groups, business or individuals

Residents: \$25 for part of day (up to 7 hours), \$40 for the full day (7+ hours)

Non-Residents: \$35 for part of day (up to 7 hours), \$50 for the full day (7+ hours)

Room set up: _____ (see room setup sheet) (or)

Number of chairs: _____ Number of tables: _____

Equipment request: Projector screen (wall) ____ (standing) ____ TV/VCR ____

Video Projector available for checkout ____

Agreement:

I, the undersigned applicant for myself or on behalf of the organization, group or business the applicant is making this request, hereby releases the W.J. Niederkorn Library and the City of Port Washington, its employees or agents from any liability for damages, claims or injury of any kind or nature whatsoever occurring while applicant is using the Community Room and Library facility. It is agreed and understood that all property of any kind brought onto the premises shall be at the risk of the applicant. The W.J. Niederkorn Library, the City of Port Washington, and their employees and/or agents shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned applicant:

1. has read and understand the rules and regulations for the use of the Community Room and will be personally responsible for assuring said use complies with these rules.

2. agrees to be liable for any damage caused to the library facility or equipment by anyone attending the applicant's event.

3, acknowledges permission to use the Community Room is not endorsement of the group's policies, beliefs, or activities by the W.J. Niederkorn Library, the City of Port Washington, and their employees or agents.

Signature: _____

Date: _____

Approved: _____ Denied: _____

Approved by: _____ Date: _____