



W.J. Niederkorn Library Community Room Policy

The W.J. Niederkorn Library considers the Community Room an asset for the community and encourages its use by individuals, community groups, and businesses. Priority is given to Library activities and functions, but at non-conflicting times, it may be reserved by outside organizations or individuals, per the requirements stated in this policy. The Library follows the American Library Association's *Library Bill of Rights*, which states "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." The W.J. Niederkorn Library, the City of Port Washington, and its employees do not endorse or contest the policies, beliefs, or activities of those approved to use the Community Room, nor are they affiliated with the programs or organizations that are using the Community Room.

Usage Groups and Fees:

Group A – Library and Ozaukee County Non-profit Organizations (Library programming, Friends of the Library programming, City government, charitable organizations)
No Fee – include setup & cleanup time in number of hours needed

Group B – City of Port Washington profit-based organizations, groups, businesses, & individuals (business meetings, parties, etc.)
\$20 per hour* – include setup & cleanup time in number of hours needed

Group C – Non-Ozaukee County Non-profit Organizations
\$20 per hour* – include setup & cleanup time in number of hours needed

Group D – Non-City of Port Washington profit-based organizations, groups, businesses, & individuals
\$25 per hour* – include setup & cleanup time in number of hours needed

*All users must submit payment upon application. Reservations are not confirmed until receipt of payment. Pay by cash or check written out to W.J. Niederkorn Library. Payment by debit/credit card is possible in person via Square.

Room Availability:

- Priority is given to Library and City of Port Washington-related meetings and programming. The Library has the right to cancel, reschedule, or postpone any uses that conflict with Library-sponsored programs. For other groups, dates and times are honored on a first-come, first-served basis.
- Reservation times must be within operating business hours of the Library. Groups must vacate the Community Room 15 minutes before Library closing time. Exceptions to this must be requested and approved by the Library Director.
- Groups/individuals may reserve the Community Room up to 6 times per calendar year. Exceptions to this must be requested and approved by the Library Director.
- Requests may be made up to 3 months in advance of the reservation date. Requests for dates beyond the 3 months in advance will be denied and asked to resubmit when it falls into the appropriate timeframe. Requests are preferred to be made at least 2 weeks prior to the event date.
- Community Room applicants must be at least 18 years old. If group members are under the age of 18, they must have an adult submit the application. This adult is held liable for any incurred damages to the room.

Room Rules and Regulations:

- Programs must be open to the public, unless a private party, event, or meeting that requires membership to attend. Events may not be ticketed or charge an admission fee.
- Refreshments may be served. Members of the group are responsible for bringing all serving equipment, utensils, supplies, etc. Catering services are permitted but must be fully arranged by the group booking the room.
- Advance deliveries and/or setup of room are not permitted before reservation time. Materials cannot be stored at the Library before or after a reservation time. Tables and chairs cannot be setup in advance.
- Alcoholic beverages, smoking, and open flames are not permitted.
- Decorations may be put up with masking or painters tape only and must be fully removed during cleanup.
- All setup and cleanup is the responsibility of the group with the exception of emptying waste receptacles and routine vacuuming. If the group has waste beyond what fits in the receptacles, they will need to dispose of it themselves. If there is excessive debris on the floor, the group is expected to vacuum (Library will provide the vacuum itself).
- Publicity generated by users of the Community Room may only use the Library address and room name for directional purposes. They may not list the Library name and in no way state that the Library is a sponsor or endorser of the event.
- The Library Code of Conduct must be observed at all times. Use of the room cannot be disruptive to Library services and activities. The Community Room doors must remain unlocked while in use. The walkway to the emergency exit must remain clear.
- Activities prohibited under local, state, and/or federal law are not permitted.
- **The Community Room is expected to be returned to the original furniture setup and cleanliness condition that groups find it.**
- **Groups/individuals must check in with library staff to have the room unlocked. They must check out with library staff prior to leaving.**

Room Contents:

- Room capacity is 265 for unobstructed use.
- There are 75 chairs, 1 large conference table, and 10 smaller tables on wheels available.
- Audio/visual equipment is available. This includes a laptop, projector, screen, DVD player, podium microphone, and speakers. For assistance with equipment, please ask library staff. WiFi is also available.

Cancellations/ No-shows:

- Reservation fees will be refunded only if cancellation is at least 3 weeks before the scheduled event.
- Repeated cancellations or failure to keep reserved times will cause for denial of future reservation requests.

Non-compliance:

- Non-compliance with Community Room Policy and guidelines will result in a loss of Community Room privileges.
- If following a meeting, additional custodial assistance is needed to clean the facility or any part of the Community Room or Library property is damaged, groups will be billed at the discretion of the Library Director. Future rental requests may be denied due to this.

Reservations are not confirmed until the online form is completed, payments are submitted, and library staff approve of the application. You will be notified regardless—whether your application is approved or denied.

Policy approved by the Library Board of Trustees, April 2019; updated March 2024.