

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 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 an event in the Community Room.

Open to Public

All meetings and programs must be free and open to any member of 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.

Disallowed Programs

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. No open flames will be permitted in the Community Room.

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

Reservations

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 uses.

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

No individual, group or business may book more than 6 meeting 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 meeting room must be vacated at least 10 minutes before library closing time.

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.

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 meeting 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. If the group uses tables, chairs or other equipment returning them to their storage place at the end of the event is expected. 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.

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.

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: _____

Date requested for meeting: _____

Time requested for meeting: _____

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) ___ TV/VCR ___ Podium (table style) ___

Projector screen (standing) ___ Microphone ___

Agreement:

I, the undersigned, hereby release the W.J. Niederkorn Library and the City of Port Washington, its employees or agents 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 a the risk of the undersigned and 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.

I, the undersigned, have read and understand the rules and regulations for the use of the room at the library, and will be responsible for seeing that said use complies with these rules.

I, the undersigned agree to be responsible for any damage caused to said facility or equipment by mischief or negligence.

I, the undersigned, acknowledge the fact that by being permitted to use the Community Room this does not in any way constitute endorsement or contest of the group's policies, beliefs, or activities by the W.J. Niederkorn Library, the City of Port Washington, its employees or agents.

Signature: _____

Date: _____

Approved: _____ Denied: _____

Approved by: _____ Date: _____