

**DOOR COUNTY LIBRARY
(STURGEON BAY BRANCH)**

Policies

Subject: Facility Usage Policy
Effective Date: November 16, 2015
Source/Date: Library Board – November 16, 2015
Library Board – Revised December 19, 2016
Library Board – Revised June 18, 2018

Facility Space may be reserved at no cost for reasonable governmental and private use in the Jane Livingston Greene Room, Conference Room I and II, and the Basement Meeting Space. Any reserved Facility Space must be open to all members of the public, and any use of Facility Space must not interfere with normal Library operations.

Facility Space may be used for programs sponsored by governmental units, non-profit educational and cultural agencies and organizations, community service agencies, and other groups. Programs involving the sale, advertising, or promotion of products or services must obtain prior written approval which may be granted by, and at the discretion of, the Door County Library Board, or on short notice, by the Library Director. Fees such as Facility Space admission fees, tuition fees, and material fees may not be charged unless such fees are preapproved by the Library Director in writing at least 4 weeks in advance of Facility Space use.

Reservations for Facility Space may be made up to 90 days in advance by calling the Sturgeon Bay Circulation Supervisor at (920) 743-6578 or the Library Director at (920) 746-7115. Facility Space may be reserved for use during regular Library business hours, but such use must conclude at least 15 minutes before the Library closes. A Reservation Form, available at the Library, must be completed, signed, and received by the Library within 7 days of making a reservation for the reservation to be considered confirmed. A group may reserve Facility Space up to 24 times per year but may not designate Facility Space as its meeting place on a regular weekly or monthly basis. Room assignment shall be determined by Library staff. Cancellation requests should be promptly made to the individual in charge of reservations named above. Repeated failure to cancel in a reasonable and timely manner may result in suspension of Facility Space use privileges.

Jane Livingston Greene Room

Location: 107 South 4th Avenue, Sturgeon Bay, WI 54235 (Second Floor).

Approximate Seating Capacity: Posted.

Accessibility of Space: Elevator available.

Detailed Description of Space: Groups may serve light refreshments. Room contains piano. Space may be set up theatre or board room style.

Available Equipment: TV/DVD player, white board, projection screen, lectern.

Standard Setup: 3 tables, 10 chairs.

Conference Room I

Location: 107 South 4th Avenue, Sturgeon Bay, WI 54235 (Second Floor).

Approximate Seating Capacity: Posted.

Accessibility of Space: Elevator available.

Detailed Description of Space: Groups may serve light refreshments. Space may be set up board room style.

Available Equipment: TV/DVD player, white board, projection screen.

Standard Setup: 2 tables, 8 chairs.

Conference Room II

Location: 107 South 4th Avenue, Sturgeon Bay, WI 54235 (Second Floor).

Approximate Seating Capacity: Posted.

Accessibility of Space: Elevator available.

Detailed Description of Space: Groups may serve light refreshments. Space may be set up board room style.

Available Equipment: TV/DVD player, white board.

Standard Setup: 2 tables, 8 chairs.

Basement Meeting Space

Location: 107 South 4th Avenue, Sturgeon Bay, WI 54235 (Basement).

Approximate Seating Capacity: Posted.

Accessibility of Space: Elevator available.

Detailed Description of Space: Groups may serve light refreshments. Space may be set up theatre or board room style.

Available Equipment: TV/DVD player, white board, projection screen.

Standard Setup: 5 tables, 10 chairs.

Affiliate Fundraiser Events

The Door County Library Foundation, Friends of Door County Libraries and Miller Art Museum and Miller Art Museum Volunteers may hold fundraisers or charge admission to events with permission of the Door County Library Board prior to the event.

Miscellaneous Provisions

The County of Door, by and through its designees including the Library, reserves without penalty the right to cancel, move, or preempt scheduled use of the Facility Space, and the right to access and enter the Facility Space.

Prior to use of the Facility Space, all Non-County Users must complete and submit the *Application for Use of County Facility Space* form and the *Indemnification and Liability Agreement* form, along with any necessary permits.

Private Users must provide and keep in full force and effect Comprehensive General Liability Insurance in the minimum amount of one million dollars (\$1,000,000.00) that lists Door County as an additional insured and must furnish a Certificate of Insurance evidencing such coverage prior to use of the Facility Space. This requirement may only be modified or waived with the prior written consent of Corporation Counsel.

Any Governmental or Private Use of the Facility Space must comply with all requirements of Door County Resolution Number 2007-97, *Door County Facilities Usage Policy*, and with any applicable Federal, State, or Local laws, rules, and regulations.

No Facility Space Fee, Security Deposit, Equipment Fee, or monetary Late Cancellation Penalty is required by this policy.

A responsible adult must be present during use of Facility Space and must provide appropriate supervision.

No alcoholic beverages may be served or consumed in the Library unless prior written approval is granted by the Door County Library Board. The Library is a smoke-free building.

Problems, accidents, or damages involving Facility Space or use must be reported immediately to Library staff.

Questions regarding this Facility Usage Policy may be directed to the individual in charge of Reservations. Failure to

comply with this policy may result in the revocation of Facility Space use. Appeals of any decision regarding this policy should be brought to the Door County Library Board.

Authority of Individual Establishing Facility Policy

By signing below I certify that I have read Door County Resolution Number 2007-97, that this Facility Usage Policy conforms with that resolution, and that I have the authority to establish this Facility Usage Policy as the official Facility Usage Policy for Governmental and Private Use of the Facility Space designated in this policy.

Signature

Name and Title

Date