



Policy No. 28	Page: 1	Page 1 of 2
Title:	Use of the Village Center	
Authority:	Shorewood Library Board	

The Village Board is adopting Policy No. 28 for the purpose of establishing guidelines and procedures for the use of the Village Center located on the first floor of the Village Library building.

**The Village Center meeting rooms may be used by the following groups and in this order of priority:**

- 1) The Village Board
- 2) The Library for Library sponsored activities
- 3) Village Committees and Departments to carry on functions relating to government and/or health, education, safety, culture and general welfare of the citizens of the Village of Shorewood
- 4) Shorewood community and school groups
- 5) Local non-profit groups

The Library administration reserves the right to adjust and to rearrange meeting room schedules and room assignments as the Library/Village requirements demand. **The Library reserves the right to refuse a request with less than 48 hours' notice.**

**Groups permitted to use the rooms will be subject to the following rules**

- The meeting **must** be open to the public. No admission fee may be charged nor may a collection be taken.
- Facilities **may not** be used for commercial demonstrations or sales promotions of products or services.
- Fund raising events are not allowed unless they are co-sponsored by the Library or the Village.
- Groups of young people under eighteen years of age must have the meeting room application completed by an adult and an adult must be present at the meeting.
- A responsible person from the group will alert the Library staff to open the facility and will notify the Library staff when the function is over so the rooms can be locked.
- Groups are financially responsible for any damage, missing items, or cleaning beyond what is normally done.

Granting permission to use Village Center does not constitute endorsement by the Library or the Village of the group or its activities.

In order to establish the fact that the Library is not sponsoring the meeting, all publicity which uses the name of the Library or the Village Center must include the following statement:

“Sponsored by the (name of organization booking the room)”

An organization may not use the name and address of the Library or the Village Center as its headquarters or as the official address of the organization.

No groups may use space more than twice per month.

### Set up & Equipment

The Library staff cannot set up the room. Chairs and tables are available for groups to set up themselves in order to meet their special needs. The furniture is to be returned to the position in which it was found.

Food and beverages may be served **with permission**. Alcoholic beverages or smoking are not permitted.

The Library is not responsible for the equipment, materials or property brought to the room by the group or its members.

Library staff should be notified of any emergency, accident, or unusual occurrence.

The Library Director is authorized to deny permission to any group that is disorderly or that has violated any regulations.



# Shorewood

\*Adopted September 13, 1999

\*Revised January 6, 2003

\*Revised June 14, 2004

\*Revised February 14, 2005

\*Revised March 13, 2006

\*Revised August 25, 2014

\*Adopted March 2, 2015