

# ***DOMe RENTAL POLICY***

## **Purpose:**

The Library's Dome area (Waters Building, 2nd Floor) is intended primarily for use by Library staff for Library or Library-sponsored programs. However, due to its historical nature, photo-backdrop entrance/steps and the elegant environment of the Waters Building, the Dome area is available to the public to rent for private events outside of regular library hours.

## **Fees:**

- \$300 per hour, one-hour minimum
- Exceeding scheduled time of event: \$75 per 15 minutes. Time overages will be rounded up to the next quarter hour.
- Setup that exceeds one hour of library staff time: \$25 per 30 minutes.
- \$100 non-refundable deposit required.

## **Sale of Products or Services:**

Events involving the sale, advertising, solicitation or promotion of commercial products or services are prohibited. Admission fees may not be charged for events. Only Library-sponsored meetings or programs may involve sale of items, fund-raising activities, or direct solicitation of donations.

## **Rental of the Dome Area:**

Reserving the Dome for private events is not done through the library website as with other rooms; those wishing to rent the Dome should contact the Library's administrative offices at 920-236-5210.

## **Reservations:**

Individuals interested in renting the Dome area should be aware that providing the Library with ample advance notice (preferably 30 days) significantly enhances the likelihood of securing approval for the rental.

Room reservations by the public will appear on the library's online event calendar as a "Reservation". The wording, "This is not a library sponsored event" will also appear on the calendar entry.

## **Cancellations:**

The Library Administrative Office must be notified at least **two full business days in advance** if any scheduled event or use is cancelled in order for fees to be refunded. Lack of notification will result in organizers forfeiting any refund for that event. In the event of inclement weather, fees will be refunded only if the Library closes.

## **Access:**

Due to parking and considerations of building accessibility, the Washington Avenue entrance is usually closed. Upon request and at the discretion of the Library Director, those having private events in the Dome may be able to use the Washington Avenue entrance. Renters should understand that Library staff may enter the Dome area at any time during an event.

### Equipment:

Available equipment options for the Dome may be found on the Library's website.

### Parking:

The parking lot adjacent to the Library is the property of the City of Oshkosh. It is the responsibility of event organizers to be aware of current downtown Oshkosh parking rules and regulations at the time of the event.

### Room Rules:

- Food and drink are allowed in the Dome area during private events, but the Dome must be left in a clean and orderly condition; organizations or groups which leave the Dome in a state of disarray may be barred from future usage. If special cleaning or remediation of the space is needed after an event, event organizers will be considered responsible for payment and billed accordingly.
- Alcohol may be distributed in the Dome **only at closed guestlist, invitation-only events**. It shall be the responsibility of event organizers to inquire about and obtain all licenses and clearances with the City of Oshkosh that would make the serving of alcohol possible. Documentation of licenses and clearances must be made available to Library administration for filing **10 days in advance** of the event.
- Any breakage of equipment or damage to the library building or property shall be billed to and paid for by the individual or organization using the facility. In such an instance, the contact person reserving the Dome will be considered responsible for payment and billed accordingly.
- Storage of supplies or equipment belonging to renters of the Dome is not permitted.
- Nothing may be attached or affixed to walls, ceilings, doors or furniture in the Dome area.
- Attendance may not exceed the posted space capacities. In cases where capacity is exceeded, Library staff will alert organizers so that adjustments can be made.

### Disclaimer:

The Library assumes no responsibility or liability for accidents, injury, or loss of individual property in the Oshkosh Public Library.

Use of Library Dome by any organization or individual does not imply Library's endorsement of the organization or individual's views or statements. In any public announcements relating to events held at the Library, the user may not use the Library's name or logo in such a way that it may be inferred that the Library is the host or sponsor of the scheduled meeting. The Library Director may cancel scheduled reservations for any group or organization found to be in violation of this rule.

Written By:	Darryl Eschete
Approved By:	Library Board
Amended/Modified:	
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