

Dome Rental

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; payment balance is due before the event date with enough time for payments made by check to process.

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.

Reservations:

Dome reservations are made through the library's website. Reservation requests must be submitted at least 10 days before the event date. Requests can be made up to 18 months in advance. The earlier the request is submitted, the more likely it is to be approved. Room reservations must be made by an individual who is 18 years or older and who will ensure adult supervision is provided. The contact person listed on the booking request assumes full responsibility for damage to Library spaces and property in their custody.

Reservations will be approved by library administration after the library confirms it can accommodate the request and receives the deposit. Questions can be directed to Administration at 920-236-5210.

When a reservation is approved by Library staff, the reserving individual will receive email confirmation.

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** of 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.

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