

**APPLICATION FOR MEETING ROOM**  
**Door County Library**  
**Sturgeon Bay, Wisconsin**

**ALL MEETINGS MUST BE OPEN TO THE PUBLIC** ROOM BOOKED: \_\_\_\_\_

\_\_\_\_\_ Month Wanted                      \_\_\_\_\_ Jane Green Room  
\_\_\_\_\_ Dates Wanted                      \_\_\_\_\_ Conference Room I  
\_\_\_\_\_ \_\_\_\_\_ Friends Room  
\_\_\_\_\_ Time Wanted                      \_\_\_\_\_ Conference Room II

Non-profit or not for profit \_\_\_\_\_

Free Program? \_\_\_\_\_

Rooms will have the following standard set ups:

- JLG Room – 3 tables, 10 chairs
- Conference Room – 2 tables, 8 chairs
- Conference Room II – 2 tables, 11 chairs
- Friends Room – 5 tables, 10 chairs

**Rooms must be returned to original set-up.**

Equipment needed:    \_\_\_\_\_ Writing Board  
                                  \_\_\_\_\_ DVD/TV

*It is understood that any group using the room*

- *Will leave it in as good condition as it was found*
- *Will report any accidents or problems to a library staff member before leaving the building*
- *Will conclude use of room before library closing time*
- *Will notify the library as soon as possible if meeting is changed or cancelled*
- *Will follow the meeting room policy guidelines*
- *Understand the meetings must be open to the public*

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Staff Use:

Staff taking reservation: \_\_\_\_\_

Information transferred to calendar: \_\_\_\_\_

Today's date: \_\_\_\_\_

## APPLICATION FOR USE OF COUNTY FACILITY SPACE

User Group, by and through Applicant, Wishes to Use Space in the Following County of Door Facility:

- Government Center;  Justice Center;  Door County Highway Department;  
 Senior Resource Center;  Door County Library – Sturgeon Bay Branch; or  Door County Parks.

Name of User Group: \_\_\_\_\_  
Address of User Group: \_\_\_\_\_  
Name of Contact Person: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Name of Requested Space: \_\_\_\_\_  
Date Space Requested For: \_\_\_\_\_  
Time Space Requested For: \_\_\_\_\_  
Proposed Use of Space: \_\_\_\_\_

### REGULATIONS

1. The County of Door (COUNTY), by and through its designee, reserves the right to cancel, move, or preempt scheduled use of COUNTY Facility space (SPACE), and reserves the right to access and enter SPACE. COUNTY reserves the right to inspect any equipment or apparatus brought into SPACE, and to limit or prohibit the use of any such items it determines may affect the safety or normal operation of the specific COUNTY facility, or as COUNTY sees fit.
2. The responsibility for permissible SPACE setup and restoration rests solely with the User Group (USER). At the conclusion of allowed space use, the SPACE is to be arranged in the configuration and condition it was found in. Any questions regarding SPACE configuration should be directed to the specific COUNTY Facility. Tables, chairs, fixtures, and other equipment may not be removed from their assigned location without permission from the COUNTY Facility. Inquiries regarding available equipment should be directed to the COUNTY Facility. USER is responsible for keeping the SPACE, fixtures, and equipment in good operating condition, and shall be responsible for any costs of repair or replacement incurred as a result of action or inaction by USER.
3. No alcoholic beverages shall be served, consumed or otherwise brought into the Government Center, Justice Center, Door County Highway Department, or Senior Resource Center, and no persons impaired by alcohol shall be permitted in those COUNTY Facilities. No alcoholic beverages shall be served, consumed or otherwise brought into the Door County Library - Sturgeon Bay Branch except by permission of the Library Board. In Door County Parks: alcoholic beverages are permitted in cans and plastic containers only, and are subject to other park restrictions; no glass containers are allowed; and kegs are allowed by permit only. Evidence of any necessary state or municipal approval must be presented to the COUNTY Facility allowing alcohol before alcohol may be served, consumed, or otherwise brought into the COUNTY Facility. Use of tobacco products is prohibited in any enclosed building as provided by Wis. Stats. § 101.123, and is prohibited in the grandstand area of the COUNTY fairgrounds.
4. COUNTY reserves the right to charge USER for any costs incurred by COUNTY due to use or misuse of SPACE, fixtures, and equipment. USER is expected to ensure SPACE, fixtures, and equipment are left as they were found, in a clean, undamaged, presentable, and organized manner. In the event cleaning, repair, or other actions are necessary due to the actions or inactions of USER, the security deposit of USER shall be debited such costs and any remaining costs shall be charged to USER. USER may be assessed reasonable costs, and barred from future use of any SPACE at COUNTY Facility discretion, for violation of the written Facility Policy of any COUNTY Facility. USER may not reserve or use any SPACE unless USER has paid all costs and amounts due regarding prior usage of any SPACE.

## INDEMNIFICATION AND LIABILITY AGREEMENT

1. USER understands and agrees that in consideration of being allowed by COUNTY to use SPACE, including if applicable fixtures and equipment, USER, to the fullest extent permitted by law: 1) Waives all liability of COUNTY and releases COUNTY from all liability regarding use of SPACE, fixtures, and equipment; and 2) Agrees to indemnify COUNTY and to hold harmless COUNTY from any costs or liabilities incurred as a result of use of SPACE, fixtures and equipment.
2. USER understands and agrees that COUNTY does not warrant that any SPACE, fixtures, and equipment is fit for any purpose, and that COUNTY shall not be responsible in case of damage or injury to property or person or loss of individual property which may arise out of, result from, or be in any manner connected with use thereof. It is the responsibility of USER to ensure that all children are properly supervised by adults.
3. USER understands and agrees that using SPACE, fixtures, and equipment may expose USER and others to risks. USER voluntarily agrees to assume all such risks, and to release and hold harmless COUNTY and COUNTY'S directors, officers, employees, volunteers, and agents from and against any and all claims regarding damage to property or injuries to or death of any person(s), and to defend, indemnify and hold harmless COUNTY and COUNTY'S directors, officers, employees, volunteers, and agents from any and all claims, demands, suits, actions or proceedings of any kind or nature, of or by anyone whomsoever, in any way resulting from or arising out of activities, actions, or inactions of USER.
4. USER in no way construes the use of SPACE as a COUNTY endorsement of USER, its programs, objectives, or viewpoints, and COUNTY does not make such an endorsement. USER agrees to comply with all Federal and State laws, and with the rules of the specific COUNTY Facility containing the SPACE.
5. USER understands and agrees that this Application and Indemnification and Liability Agreement is intended to be as broad and inclusive as permitted by the laws of Wisconsin, that Wisconsin law shall control this agreement, that any disputes that arise from this agreement shall be resolved in a Wisconsin court, and that if any portion of this agreement is held invalid, it shall be severed from this agreement and the balance of this agreement shall continue in full force and effect.

By signing below the undersigned Applicant represents and acknowledges that Applicant is a duly authorized agent of USER, is duly empowered and authorized to execute this Application and Indemnification and Liability Agreement on behalf of USER and to bind USER to its terms, and agrees that USER: 1) Has accurately described the Proposed Use of SPACE; 2) Has read, understands, and agrees to follow the specific written COUNTY Facilities Usage Policy of the specific COUNTY facility USER wishes to use SPACE in (said specific Policy is incorporated herein and made part of this document by reference); 3) Has read, understands, and agrees to abide by Door County Resolution Number 2007-97 (said Resolution is incorporated herein and made part of this document by reference); and 4) Accepts responsibility for all SPACE, fixtures, and equipment use, guarantees payment of any and all costs, fees, and use charges, agrees to promptly pay for any damage resulting from use or misuse of SPACE, fixtures, or equipment, and accepts and agrees to be bound by the liability and other clauses above.

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Signature of Applicant on Behalf of User Group

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Applicant's Name and Title Printed or Typed

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Date