

# Wisner Center Rules

## Availability and scheduling

- The Wisner Center is owned and operated by Cascade Charter Township, not Kent District Library.
- Library staff **CANNOT ASSIST AT ANY TIME, INCLUDING DAY OF RENTAL**. All questions and concerns must be made directly to the township during business hours.
- The Wisner Center is available to groups in the following priority:
  - 1. Election activities
  - 2. Cascade Township sponsored events
  - 3. Kent District Library sponsored programs
  - 4. Homeowner or condo associations
  - 5. Non-profit, service groups and clubs
  - 6. Businesses based in Cascade township for internal meetings only, not business development, sales, public education or commercial activities.
- Reservations must be made at least 2 weeks before the event and no more than 6 months in advance and only once per month per group.
- All room setup and amenities shall be stated at time of application. Township will set up the room according to approved room styles only. Last minute changes in setup will not be accepted. Seating arrangements may not be changed after setup is completed. Fire aisles must be kept clear. No personal extension cords may be used. If the room is altered you will forfeit your deposit.

## Kitchen

- The kitchen located in the Friends room is available to prepare light refreshments and coffee, or catering staging. It is not licensed for food preparation. It has a refrigerator, freezer, microwave, sink, coffee maker and dishwasher.
- Caterers are to arrive, depart and pick up their equipment only during scheduled reservation times.
- No coffee service, dinnerware, flatware, stemware, serving piece or linens are provided.
- All garbage is to be bagged and deposited in the kitchen upon completion of cleanup.

## Publicity

- The Township's and/or Library's name may not be used for any purpose other than to indicate location or the meeting.
- A poster that conforms to the size of the library easel may be used at the entrance to the Wisner Center to announce the meeting on the day of the meeting only. No materials or decorations may be attached to the doors or walls.

## General Regulations

- The library building and grounds are smoke free. Alcoholic beverages are not permitted. Red or purple drinks may not be served.
- Youth groups require adult supervision.
- The Township and Library are not responsible for items left in the meeting rooms or kitchen.
- Groups using the room are responsible for the condition of the room. They will be billed for missing equipment or damage to the room as a result of their use. The room must be left in the condition and arrangement found.
- Meeting rooms may not be used for parties, social or family events.
- Sales are not permitted except for Township, Library and Friends related events.
- Meetings may not disturb regular library functions. Applicants agree to be responsible for the orderly behavior of its participants and be responsive to the directives of Township or Library staff.
- Nothing can be stored in the meeting rooms before or after each use. Items need to be removed immediately after the event.

**Wisner Center/ KDL Cascade Branch location~~ 2870 Jacksmith Ave SE Grand Rapids, MI 49546 (616) 949-1500**