

GOODWILL NORTHSIDE COMMUNITY ROOM GUIDELINES

Goodwill's Northside store, located at 2901 N. Sherman Avenue, Madison, offers a dedicated community room space to accommodate up to 30 people. The room can be reserved for nonprofit, educational, civic, cultural, governmental and community-service groups **at no cost**.

Please review these guidelines and share them with attendees before using the Northside Community Room. Goodwill of South Central Wisconsin reserves the right to revoke permission to use the community room to any group or organization that violates or refuses to comply with the following guidelines.

Use of the community room does not imply as an endorsement of the beliefs, viewpoints, policies or affiliations of any group or organization by Goodwill of South Central Wisconsin.

Any complaints arising from a group using the community room are to be forwarded to Goodwill of South Central Wisconsin at: yourgoodwill@goodwillscwi.org.

RESERVING THE COMMUNITY ROOM

- When making a reservation, please include your full name and preferred contact information (email and phone number), the name of your group and your preferred dates and times.
- Community room hours are Monday - Saturday: 9:30 am to 7:30 pm, Sunday: 10:30 am to 5:30 pm. (Subject to change based on store hours).
- If a reservation needs to be cancelled, Goodwill of South Central Wisconsin must be notified as soon as possible.
- Failure to notify that a reservation has been canceled may be cause for refusing future requests to use the community room.

SET-UP

- Groups are responsible for the set-up of the room and may arrange the room as they need, using the available tables and chairs. Extra chairs are available in the storage room.
- Take a photo of the original room set-up prior to moving furniture.
- Tacks, nails, glue, sticky pads/Post It boards or tape may not be used on the walls, furnishing, or equipment.
- All group activities must stay in the community room.
- Groups may serve light, non-alcoholic refreshments.

CLEAN-UP

- Groups are responsible for cleanup of the room and must be left in the same condition as the group found it.
- Cleaning supplies for wiping tables are available in the storage room.
- Trash and recycling bins are available in the community room and will be emptied by store staff. Please notify store management if any food products were placed in the trash or recycling during clean-up.

EQUIPMENT

- The community room is equipped with a projector and screen for use.
- Groups need to provide any other needed items such as laptops or audio equipment.
- Neither Goodwill of South Central Wisconsin nor its employees shall assume responsibility for any property of groups or organizations.

DAMAGE TO PROPERTY

- Groups using the community room are responsible for any damage to the room and its contents.
- A charge will be assessed for any special cleaning or repairs made necessary by a group.
- If something is damaged, please report the damage to the store manager on duty.

PROHIBITED WHEN USING THE COMMUNITY ROOM

- Asking store staff to hold items for purchase from the store.
- Taking items from the store into the meeting room prior to being purchased.
- Setting up tables or information outside of the community room.
- Fundraising, including the sale of raffle tickets.
- Programs involving the sale, advertising or promotion of products or services.
- Programs sponsored by a business firm, regardless of purpose.
- Personal or family events.
- Religious services or religious instruction.
- Solicitation for commercial services.
- Any program charging an admission fee.
- Solicitation or acceptance of donations and/or contributions.
- Smoking, vaping, illegal drugs and alcoholic beverages.
- Animals, except for authorized trained service animals.
- Any purpose which, in the opinion of the Retail Store Manager, may interfere with the normal business of the store or Donation Center.