

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 close access to the room as necessary.

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

Any questions or concerns about the community room are to be sent to Goodwill of South Central Wisconsin at: mncroom@goodwillscwi.org.

RESERVING THE COMMUNITY ROOM

- Reservation must include your full name and preferred contact information (email and phone number), the name of your group and your preferred dates and times.
- Reservations are on a first-come first-served basis and schedules are limited to one year in advance.
- 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). Meetings must end 30 minutes before closing time and cannot extend past regular hours.
- Groups composed of minors (under 18 years old) must be supervised by one adult for every 20 minors. Minors must be under adult supervision at all times.
- 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.
- Goodwill staff reserve the right to resolve schedule problems by adjusting reservations or schedules.
- Applications are held for one year (1). If the group intends to continue meeting at the Goodwill Northside Community Room, the responsible party for the group should renew these guidelines.

SET-UP & CLEAN UP

- Groups are responsible for the set-up and clean-up of the room and this is part of the time reserved. They may arrange the room as they need, using the available tables and chairs. The reservation must allow for setup and cleanup time. Setup prior to reserved times is prohibited.
- All activities must stay in the community room.

- Refreshments may be served. Groups are responsible for providing their own refreshments and any supplies needed for serving or cleanup.
- Alcoholic beverages, tobacco products, incendiary items, weapons, and illegal substances are not permitted on store premises. The use of tobacco or e-cigarettes is permitted only in the designated area, outside of the building.
- Sinks are available in the public restrooms around the corner from the room.
- Decorations, wall hangings, presentation materials or any other items may not be taped, stapled, glued or in any other way fastened to walls, ceilings, or equipment. There are several ways to hang items with wall hangers and tacks.
- Groups are responsible for leaving the room in the same condition as it was found. This includes, but is not limited to, alerting staff to perishable or overflowing trash, cleaning surfaces used, and restacking extra chairs. Cleaning supplies are available.

EQUIPMENT

- The community room is equipped with a projector, screen, and wireless connections for use. Groups need to provide any other needed items such as laptops or audio equipment.
- Goodwill's Wi-Fi network is available throughout the building. [WIFI: Goodwill Guest]
- Provided are a few supplies, including tacks for the wall hangers, large post-its with easel, and paper towels with cleaning solution.
- Neither Goodwill of South Central Wisconsin nor its employees shall assume responsibility for any property left behind by groups or organizations.

DAMAGE TO PROPERTY

- If something is damaged, please report the damage to a store associate.
- The user, specifically the person who makes the reservation, will be responsible for all damages to the building, furniture and equipment and any extra cleaning that is required. Goodwill is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. Goodwill may assess a fine to users if extra cleaning or repairs are required.

PROHIBITED WHEN USING THE COMMUNITY ROOM

- Staff will not provide assistance in setting up the meeting room. No advance deliveries can be accepted for meetings. Materials may not be stored at the store before or after a meeting.
- Asking store staff to hold items for purchase from the store or taking items from the store into the meeting room prior to being purchased is prohibited.
- Setting up tables or information outside of the community room is prohibited.
- Monetary solicitation, admission fee, or donation by any entity other than the Goodwill-sponsored fundraising is prohibited.

- Programs involving the sale, advertising, promotion of commercial products or services, including compilation of mailing lists for future solicitation, by any entity other than Goodwill is prohibited.
- Personal or family purposes, such as parties, weddings, bridal or baby showers, birthday parties, dances, rehearsals, or performances are prohibited.
- Religious services or religious instruction are prohibited.
- Smoking, vaping, illegal drugs and alcoholic beverages are prohibited.
- Animals, except for authorized trained service animals are prohibited.
- Any purpose which, in the opinion of the Store Manager, may interfere with the normal store operation by causing excessive noise, a safety hazard, or security risk are prohibited.
- Repeated violations of these or other Goodwill policies could result in action including, but not limited to, deletion of reservations or removal of an individual’s ability to make reservations.

TERMS AND CONDITIONS

The undersigned user of the Northside Community Room has read the Goodwill of South Central Wisconsin Community Room Guidelines, found at <https://goodwillscwi.org/community-programs/community-room/>, understands and agrees to abide by the guidelines and rules described. Failure to abide by these rules may disqualify the user from future reservations of the Community Room.

Guidelines are held on file for one (1) year. If the group intends to continue meeting the responsible party of the group should re-submit these guidelines.

ELECTRONIC SIGNATURE

NAME _____	DATE _____	ORGANIZATION _____
PHONE NUMBER _____		
EMAIL _____		

FOR INTERNAL PURPOSES

AUTHORIZED BY _____ DATE _____

YOUR DONATION HELPS SUPPORT OUR COMMUNITY PROGRAMS AND SERVICES

THANK YOU!



OUR CORE VALUES

R

RESULTS

We deliver results throughout our organization so that our mission impact can continue to grow. Through curiosity, we learn and seek solutions.

I

INCLUSION

We take proactive steps to create a community where everyone belongs.

S

STEWARDSHIP

We embrace responsibility for our resources, environment, team members and participants.

E

EMPATHY

We work better together when we seek to understand the experiences and feelings of others.

