

Wisner Center Rules

Availability and scheduling

- The Wisner Center is owned and operated by Cascade Charter Township, not Kent District Library.
- The Wisner Center is available to groups in the following priority in four hour time blocks:
 - Election activities
 - Cascade Charter Township sponsored events
 - Kent District Library sponsored programs
 - Homeowner and condo associations
 - Non-profit, service groups and clubs
 - Businesses based in Cascade Township for internal meetings only, not business development, sales, public education or commercial activities.
- Reservations will be accepted no more than 6 months in advance and no more than once per month per group.
- The Wisner Center is available during normal library hours*; meetings outside library hours may be arranged for an additional charge to be determined by the Township Manager

Seating Capacity:

	Capacity					Fees	
						4 hr time blocks	
	Lecture A	Classroom B	Board C	Square D	Banquet E	Not for profit	For profit
Good	28	12	32	16	16	free	\$25
Skutt	56	30	54	24	40	\$20	\$40
Good + Skutt	96	54	94	44	56	\$40	\$80
Friends	144	84	150	52	80	\$60	\$120
Friends + Skutt + Good	234	120	240	NA	120	\$80	\$160
Kitchen facilities/food						\$25	\$25
Cleaning fees						\$35	\$35
Power extension cords						\$5/cord	\$5/cord

Photos of room configurations are available at www.kdl.org > branches > Cascade > Wisner Center

- **Reserved time must include the group's set up and take down time.**
- All room setup and amenities shall be stated at the time the application is submitted and should be carefully considered for all needs. Township staff will set up the room according to approved application indications only. **Last minute changes in setup or amenities will not be accepted.**
- **Library staff cannot assist at any time, including the day of the rental. All questions and concerns must be made directly to the Township during their business hours.**
- Seating arrangement may not be changed after setup is completed. Fire aisles must be kept clear. Personal extension cords may not be used. A maintenance fee of \$35 will be charged and rental privileges suspended if the room is altered.
- A projection screen is available in the Skutt Room. All other equipment must be provided by the group.

Publicity

- The Township's and/or Library's name may not be used for any purpose other than to indicate location of the program

- A poster that conforms to the size of a library provided 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 walls or doors.

Kitchen

- The Wisner Center kitchen is available to prepare light refreshments and coffee, or catering staging. It is not licensed for food preparation.
- The following equipment is available in the kitchen: refrigerator, freezer, microwave, sink, coffee maker, and dishwasher.
- Coffee maker must remain at designated outlet.
- Caterers are to arrive, depart and pick up their equipment only during scheduled reservation times
- No coffee service, dinnerware, flatware, stemware, serving piece or lines are provided.
- All garbage is to be bagged and deposited in the kitchen upon completion of clean up

Fee payment

- Reservations must be made at least one week in advance.
- Reservations are secured when payment is received by Cascade Charter Township at least 5 business days before the reserved date
- Rental fees are nonrefundable unless reservations are cancelled at least 48 business hours in advance.
- To receive Not For Profit status, include a copy of the group's government 501(c) 3 form with payment. Groups will only have to resubmit this paperwork if they have not rented the Wisner Center in 12 months.

General Regulations

- **Library staff cannot assist at any time, including the day of the rental. All questions and concerns must be made directly to the Township during their business hours.**
- The library building and grounds are smoke-free.
- Alcoholic beverages are not permitted.
- Youth groups require adult supervision.
- Red and purple beverages may not be served.
- 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 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.
- Non-profit groups may charge fees for learning materials, course credits or food service, not as a fundraiser.
- Sales are not permitted except for Township, Library and Friends related events
- Activities of the group are limited to the room rented. 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.
- Equipment, supplies, displays, personal effects etc. may not be stored in the meeting rooms before or after use for a meeting. It is the responsibility of the groups to deliver and set up these items as well as remove such items immediately after the event.

KDL Cascade Branch open hours

Monday – Thursday 9.30 am – 8.00 pm
 Friday – Saturday 9.30 am – 5.00 pm
 Sunday 1.00 pm – 5.00 pm
 (closed Sundays Memorial Day – Labor Day)

KDL Cascade Branch location

2870 Jacksmith Ave SE
 Grand Rapids, MI 49546
 616-647-3850