

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 4003

Non-Profit Organization Charity Collection Container

Adopted: August 16, 2022

Reviewed/Revised:

ARTICLE 1. INTRODUCTION

Warren-Newport Public Library (WNPL) will accept applications from Non-Profit Organizations for consideration for a charity collection of goods only (Exhibit A). No monetary donations can be solicited on WNPL property or collected from the public by WNPL staff. Hosting a container for a non-profit organization does not imply endorsement by WNPL staff or the Board of Trustees of any product, service, activity, event, or viewpoint.

ARTICLE 2. SCHEDULING OF COLLECTIONS

One Non-Profit Organization will be selected per quarter, limiting the annual collections to four (4) per year. Only one (1) collection container may be in use at a time. Organizations are permitted to hold a collection once in a twelve-month (12-month) period. WNPL reserves the right to limit the collection period to a maximum of thirty (30) days.

ARTICLE 3. RESPONSIBILITY

The Executive Director may exercise discretion in determining what is considered an appropriate use for a collection container and is authorized to act accordingly. Violation of the Non-Profit Charity Collection Container Policy may result in a loss of hosting privileges and removal of the charity collection container. WNPLD accepts no responsibility for the loss of or damage to items deposited in the charity collection container. Any individual, group, or organization picking up donated items will be held responsible for damage to WNPL property associated with the pick-up process.

ARTICLE 4. GUIDELINES

WNPL will provide an area in the building for charity collection sponsored by or designed to benefit local Non-Profit Organizations that serve the needs of WNPL's community. A single container is provided for organizations with which WNPL has a partnership, organizations that reside within the Warren-Newport Public Library District (WNPLD), or organizations that reside outside the WNPLD but serve residents within WNPLD's service area. The organization must use the collection container provided by WNPL. The collection container will be housed in the WNPL lobby, unless determined otherwise by WNPL. WNPL will also provide one six-foot long table for

the chosen Non-Profit Organization to display information and photographs about the group and the use of the donated items. No containers or envelopes can be present for the purpose of collecting monetary donations.

Donated items deposited in the collection container will not be returned to the donor. It is the responsibility of the charitable organization collecting donations to arrange for their prompt pick-up from WNPL at the end of the thirty-day (30-day) time period. If the collection container is full prior to the thirty-day (30-day) mark, WNPL will ask the Non-Profit Organization to pick up donated items currently in the bin. WNPL cannot store donations for the Non-Profit Organization. Collection box contents not picked up within five (5) working days after the project ends will become the property of WNPLD.

CHARITY COLLECTION CONTAINER APPLICATION

Warren-Newport Public Library (WNPL) can serve as a collection point for Non-Profit Organizations to solicit donations of materials. No monetary donations will be solicited at or collected on WNPL property. Only one (1) organization can host a collection at a time, and the length of the collection may not be more than thirty (30) days.

Organizations wishing to collect donations at WNPL must apply in writing by completing this application and submitting it to the Executive Director of WNPL for approval. WNPL will host a total of four Non-Profit Organization collections per year, allowing one (1) organization per quarter. Organizations can only hold one (1) collection in a twelve-month (12-month) period.

Date of application: _____

Name of Organization: _____

Purpose of Organization: _____

Purpose of collection: _____

Type of item(s) being collected: _____

Dates of collection: _____

Name of local contact person #1: _____

Address: _____

Phone: _____

E-mail: _____

Name of local contact person #2: _____

Address: _____

Phone: _____

E-mail: _____

Non-Profit Organizations must agree to the following conditions:

- WNPL is not responsible for the security of the collection container other than general surveillance. Organization personnel are responsible for checking the container and emptying it.
- WNPL will determine the location of the WNPL provided collection container.
- The Non-Profit Organization may state that WNPL is a collection point but may not imply that WNPLD is sponsoring or endorsing the project.
- Collected donations not picked up within five (5) working days after the project ends will become the property of WNPLD.

WNPLD reserves the right to determine whether an organization's purpose and the type of collection are acceptable. The Executive Director or a designated staff member will approve the application.

Non-Profit Organization Authorized Signature

Date

Approved Date: _____

Executive Director or designated staff signature