



Please retain a copy of this form for your records.

Return to :Waupaca Area Public Library

wau@mail.owls.lib.wi.us

107 South Main Street

Waupaca, WI 54981

715-258-4414

Applicants are asked to make a monetary donation for each meeting to cover meeting room expenses.\$ \_\_\_\_\_

### Waupaca Area Public Library Meeting Room Reservation Form

Date(s) Wanted \_\_\_\_\_ Program begins at \_\_\_\_\_ Ends at \_\_\_\_\_

Name of Group \_\_\_\_\_ Expected activity \_\_\_\_\_

Expected Attendance \_\_\_\_\_ Responsible Party \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Facilitator (if different from Responsible Party) \_\_\_\_\_

Room Choice (Circle) **A (capacity 70) B(capacity 40) A & B(capacity 120) C (capacity 12-15)**

**AV Equipment available. Equipment can be checked out from the Circulation Desk with a valid library card. The person who checks out equipment is responsible for any loss or damage incurred. Equipment must be returned to the Circulation Desk after the meeting.**

\_\_\_ Slide Projector                      \_\_\_ Opaque Projector                      \_\_\_ Overhead Projector

\_\_\_ VHS/DVD w/TV                      \_\_\_ Laptop w/projector                      \_\_\_ DVD/VHS w/projector

**Other Equipment available:**

\_\_\_ Lectern                      \_\_\_ Easel                      \_\_\_ Dry Erase Board

The Library reserves the right to restrict use of the kitchen. Only light refreshments and non-alcoholic beverages may be served. **We will want to use the serving kitchen (yes or no) For what purpose**

**The Library will not set up your meeting room. Please arrive 15-20 minutes early to set up chairs and tables as needed. You will be expected to clean up and remove all garbage and recyclables.**

**I have received and read the Meeting Room Policy and understand the regulations included. I understand that any failure to abide by this policy, by myself, or my group, may result in a loss of future use of the meeting rooms. I accept responsibility for all damage caused to the building, furnishings or equipment beyond normal wear and/or usage as determined by library staff.**

Responsible Party Signature

Date

Staff Signature

Date