

Nonprofit Applicants are asked to make a monetary donation. For profit, private parties, and nonpublic meetings are subject to fees: (10/hour or \$50/day) for each meeting.

\$ \_\_\_\_\_ Date \_\_\_\_\_ Staff \_\_\_\_\_



**Return to:** Waupaca Area Public Library

107 South Main Street

Waupaca, WI 54981

715-258-4414

wau@waupacalibrary.org

Date(s) Wanted \_\_\_\_\_ Program Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Name of Group \_\_\_\_\_ Expected Activity (including sales or promotion of products)

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

Address \_\_\_\_\_

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

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

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

AV 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 before the library closes.

- Overhead Projector     Laptop     Power-point Projector
- Dry Erase Board     Lectern     Easel    (Bottom row does not require checkout)

Lower Level serving kitchen available on request. The Library reserves the right to restrict use of the kitchen. Light refreshments and non-alcoholic beverages are permitted in Room A/B, **no** food permitted in Room C.

**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** \_\_\_\_\_