





Please retain a copy of this form for your records.

Return to :Waupaca Area Public Library  
107 South Main Street  
Waupaca, WI 54981  
715-258-4414

## Memorandum of Understanding for use of the Lower Level Meeting Rooms After the Library Closes

Meeting Room Users:

- Agree to remove all trash and clean the kitchen (if used).
- Stack chairs and place tables in storage.
- Lock all meeting room and kitchen doors.
- Check the bathrooms to make sure they are empty and the toilets flushed.
- Make sure all doors leading to the lower level are locked and firmly closed.
- Have the building locked and secured no later than one hour after closing.
- Place the key in the book drop on the parking lot side of the building.

**The doors leading into the Lobby of the building lock automatically at 5 minutes before closing.  
No one shall be allowed to enter the building after the doors have locked.  
The motion alarm is scheduled to detect any movement two hours after closing.  
If an emergency should arise, the user will promptly contact building maintenance.  
715-412-1301**

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Responsible Party Signature

Date

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Staff Signature

Date