



WAUPACA AREA
PUBLIC LIBRARY
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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

Waupaca Area Public Library Meeting Room Reservation Form

Please Print

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

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

Responsible Party Signature

Date

Staff Signature

Date