

REEDSBURG PUBLIC LIBRARY

APPLICATION FOR CONFERENCE/ SMALL MEETING ROOM USE

370 Vine Street ~ Reedsburg, Wisconsin 53959 ~ 608-768-READ ~ www.reedsburglibrary.org

Meeting Date: _____ **Meeting Time:** Begin: _____ End: _____

Include setup & cleanup

Number of persons attending (estimate): _____ (Maximum Room Capacity = 10)

Describe Refreshments (if any): _____

Applicant Information	Organization Information
Name: _____	Name: _____
Daytime Telephone: _____	Purpose for Room Use: _____
Evening Telephone: _____	_____
Fax: _____	Organization Address: _____
E-mail: _____	_____
Applicant's Postal Address: _____	_____
_____	Telephone: _____
May we give your name and phone number to the public in regards to this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<input type="checkbox"/> Application Fee Included with Form (\$_____)
<input type="checkbox"/> Exempt Group or organization (refundable application fee) Approved by: _____
<input type="checkbox"/> I/We would like to contribute our room deposit to the Reedsburg Library as a donation. _____
Initial

- I have read and agree to follow the Reedsburg Public Library Meeting Room Policy
- I understand that I am responsible for the use and care of the room for the duration of the event.
- I will leave the room clean and arranged as posted and notify staff when use of the room is complete.
- I will notify the Library a minimum of 24-hours in advance if I need to cancel or make changes.
- I will not post materials on meeting room walls
- I agree to utilize street and non-library parking so as not to inconvenience library users.
- I understand that while using the Conference Room no admission may be charged, and any intention to sell products, services or compile contact lists has been disclosed above.

Signature of Applicant _____ Date: _____

STAFF USE ONLY		
ROOM USE: Time IN: _____	Time OUT: _____	Room Condition Checked: _____
Room Deposit Rec'd: _____	Amt Returned/Donated: _____	
AV Application Rec'd: _____	Equipment Requested: _____	AV Deposit Rec'd: \$ _____
Room Use Approved: _____	Date: _____	Online calendar: _____ (659EC7)