

**WAUKESHA PUBLIC LIBRARY - APPLICATION FOR USE OF COMMUNITY ROOM**

When not needed for library activities, the Community Room is available for use by Waukesha County non-profit organizations during the hours that the library is open, Monday-Saturday. Each organization is limited to two meetings per month. A second meeting will be allowed only if the room has not been reserved five business days (Monday-Friday) prior to the date requested. Requests received less than five business days prior to a requested meeting date will not be approved. Please allow time for set-up and clean-up in addition to the program time. The room must be vacated fifteen minutes before the library closes. No admission or registration fees may be charged. Do not notify members of your group or consider the room reserved until you have received written confirmation from Waukesha Public Library.

Date of your meeting \_\_\_\_\_ What time would you like the room open? \_\_\_\_\_

What time does your meeting start? \_\_\_\_\_ What time does your meeting end? \_\_\_\_\_

Name of your organization and department \_\_\_\_\_

Is this a Waukesha County non-profit organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

Purpose of your meeting \_\_\_\_\_

Estimated attendance \_\_\_\_\_ (Room seats a maximum of 65 persons. Fire code limit of 96.)

Number of chairs needed \_\_\_\_\_ Number of tables needed \_\_\_\_\_

Place a check mark in front of the equipment you are requesting:

\_\_\_\_\_TV set with Blu-ray/DVD player \_\_\_\_\_Projection screen (Library does **not** supply projector.)

If you plan to serve food/beverages, please describe what you will be serving.

\_\_\_\_\_  
(Beverages and light snacks are allowed if prior approval is obtained. Full meals may not be served. Coffee pots are available. No other supplies are furnished.)

The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of the library meeting room. The undersigned assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to Library facilities or Library or personal property, or loss of Library or personal property that may result from this use. The Waukesha Public Library will not be responsible for any materials, equipment, or personal belongings left in the building. The Library Board requires that any group utilizing the meeting room comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

\_\_\_\_\_ Date of application \_\_\_\_\_ Signature of applicant \_\_\_\_\_

Name of applicant (Please print) \_\_\_\_\_  
(Inquiries from the library or the public will be directed to this contact person, who must reside in Waukesha County and who will attend the meeting.)

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_ Email address \_\_\_\_\_

Home phone # \_\_\_\_\_ Work phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Would you like to be notified of your room confirmation by (check one) fax \_\_\_\_\_, mail \_\_\_\_\_, or email \_\_\_\_\_?

Application forms are available either at the library or on the website at [www.waukesha.lib.wi.us](http://www.waukesha.lib.wi.us)  
Completed forms should be submitted in person at the Reference Desk,  
or by mail to 321 Wisconsin Avenue, Waukesha, WI 53186, or by fax to (262) 650-2502.

For Library Use Only

Taken by	Approved	Notice sent	Ref. cal.	Circ. cal.	Web cal.	Maint.
	Not Approved					