MUKWONAGO COMMUNITY LIBRARY
APPLICATION FOR USE OF MEETING ROOM
Revised: 15 November 2018

Name of Organization_____ Date_____

☐ (Check if for-profit/commercial organization) ☐ Non Profit 501(c)(3) provide if requested

Purpose of Meeting_____

Space Requested: Community Room

☐ Full Large Meeting Space-no partitions (up to 120 seated)
☐ Partitioned Medium Meeting Space (up to 60 seated)
☐ Partitioned (2) Small Meeting Spaces (up to 20 seated)

Additional Rooms

☐ Conference/History Room (up to 14 seated)

Library electronics needed (please circle) Microphone Screen LCD projector Sound system Laptop computer

Print Name_____ Officer _____
Address_____ Zip Code_____
Telephone Number_____
Alternate contact _____Telephone Number_____

Please indicate if you will be serving beverage and/or snack/light meal (see fee schedule below) _____

(Serving Alcoholic beverages is prohibited at the Mukwonago Community Library)

Date(s) of Meeting	# Attending	Set-Up	Meeting Start	Finish

FEES

There is a $15 Food/Beverage clean up fee if beverages and snacks/light meal are to be served. Additional charges may be assessed for staff time associated with your event that exceeds routine clean up and maintenance. There is a $100 deposit required on reservations that include meal service. This deposit will be returned after the meeting, minus any costs associated with clean up or maintenance of the meeting room.

For profit agencies may use the Library's meeting rooms for staff educational, training or team-building seminars and activities. There is a $25 daily use fee for the small meeting rooms, History/Conference room, a $75 daily use fee for the medium meeting room, and a $100 daily use fee for the large meeting space.

All fees must be paid in advance. Checks should be made payable to the Village of Mukwonago.

Library facilities may not be used for commercial demonstrations or for sales promotion of products or services.

For and in consideration of the use of the Meeting Rooms and Library facilities, any group using same hereby agrees to indemnify and hold harmless the Mukwonago Community Library from any and all actions, suits, relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Library for any and all costs for repair of any and all damage as may be caused directly or indirectly to the rooms and /or facilities by such use thereof. If any organization refuses to pay for the damage, the matter will be referred to the Village Attorney for legal action.

As a responsible member of my group, I have read the rules and regulations regarding the use of the Library's Meeting Room and agree to comply with them, including payment of any and all required fees and deposits.

_____ Taken by: _____
(Signature of applicant) (Date) (Library staff signature)