



2019

S73W16663 Janesville Road
Muskego, WI 53150

262-971-2100

Email: reference@cityofmuskego.org

Commercial or Private Event Meeting Room Application

The Library reserves the right to rearrange the meeting room schedule as Library requirements demand.

Room 1	3 tables and 12 chairs	• Fee for rooms 1, 2, or 3 is \$25.00 per hour or portion of an hour.
Room 2	3 tables and 12 chairs	• Fee for room 4 or amphitheater is \$50.00 per hour or portion thereof.
Room 3	4 tables and 24 chairs	• The fee is payable at the time of application and can be paid with cash or check.
Room 4	4 tables and 48 chairs	
Outdoor amphitheater		• If an organization does not notify the Library of a meeting cancellation before its scheduled start time the fee will not be refunded.

NAME OF ORGANIZATION _____

AUTHORIZED REPRESENTATIVE _____

ADDRESS _____

PHONE _____ EMAIL ADDRESS _____

NATURE OF MEETING _____

For and in consideration of meeting room and Library facilities usage, any person or group using same hereby agrees to indemnify and hold harmless the Muskego Public Library from any and all actions or lawsuits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Muskego Public Library for any and all repair costs and for any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. If any organization refuses to pay for repairs, the matter will be referred to the City Attorney for legal action. The Library Meeting Room Policy has been read, is hereby acknowledged, and will be complied with in full.

Applicant

Date

Primary use of the Library's meeting rooms is for Library programming. Library and City use of meeting room ranks as first priority and the Library reserves the right to cancel an existing reservation if the room is needed by the Library or City to be determined at their sole discretion. Whenever possible, 24 hour notice will be given.

Rooms cannot be reserved until a signed application is on file and room fee is paid in full.

- **Each group will be admitted to and must vacate the meeting room at the scheduled time.** Set up and clean up time must be included in the scheduled time block.
- Organizations are limited to two evening reservations per month. An evening reservation is a meeting that starts at 5:00 pm or later, or a meeting that starts any time before 5:00 pm and ends at 6:00 pm or later.
- If an organization does not show up within twenty minutes of their scheduled starting time without advanced notice the reservation will be cancelled.
- If an organization fails to show up without prior notification for three reservations in a calendar year, any future reservations the organization has on file will be cancelled.
- The room must be left clean, with all residue cleaned off of tables and carpeting. Organizations must provide their own cleaning supplies. Organizations or individuals may be charged for anything beyond a reasonable and customary cleaning activity.
- If an organization wishes to use the Muskego Public Library meeting room equipment (projector, screen, TV/DVD), a Meeting Room Equipment Checkout Agreement form must be completed and signed the first time a piece of equipment is borrowed. A valid Bridges library card in good standing is also required to use the equipment.

Date*	Start Time*	End Time*	Estimated Number of People*	Requests*	Staff Use Only		
					Room/Rooms	Entered on Calendar (Date/Initials)	Evening
				PROJECTOR <input type="checkbox"/> SCREEN <input type="checkbox"/> TV/DVD <input type="checkbox"/> SHARED KITCHEN <input type="checkbox"/>			<input type="checkbox"/>
				PROJECTOR <input type="checkbox"/> SCREEN <input type="checkbox"/> TV/DVD <input type="checkbox"/> SHARED KITCHEN <input type="checkbox"/>			<input type="checkbox"/>
				PROJECTOR <input type="checkbox"/> SCREEN <input type="checkbox"/> TV/DVD <input type="checkbox"/> SHARED KITCHEN <input type="checkbox"/>			<input type="checkbox"/>
				PROJECTOR <input type="checkbox"/> SCREEN <input type="checkbox"/> TV/DVD <input type="checkbox"/> SHARED KITCHEN <input type="checkbox"/>			<input type="checkbox"/>
				PROJECTOR <input type="checkbox"/> SCREEN <input type="checkbox"/> TV/DVD <input type="checkbox"/> SHARED KITCHEN <input type="checkbox"/>			<input type="checkbox"/>

*Required Field

STAFF USE ONLY			
ROOM 1	\$25 X _____	hours or portion of =	\$ _____
ROOM 2	\$25 X _____	hours or portion of =	\$ _____
ROOM 3	\$25 X _____	hours or portion of =	\$ _____
ROOM 4	\$50 X _____	hours or portion of =	\$ _____
AMPHITHEATER	\$50 X _____	hours or portion of =	\$ _____
TOTAL = \$		CASH <input type="checkbox"/>	CHECK <input type="checkbox"/>
		Date & Initials	_____