

Room Assigned _____

Appleton Public Library Meeting Room Request Form

Date(s) wanted _____

*Room needed from _____ to _____

*Program begins at _____ to _____

Expected attendance _____

***Rooms are available only during business hours, but not on Saturday or Sunday.**

Purpose of Program _____

Title of Program _____

Name of Sponsoring Group _____

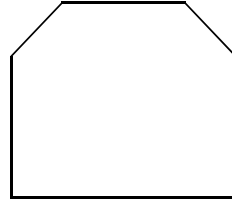
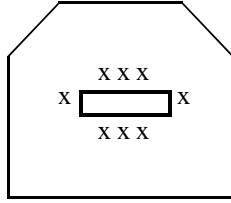
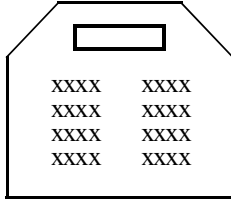
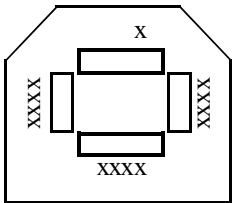
Person Responsible _____ Phone _____

Address _____

⇒ ⇒ May we give your name and phone # to persons requesting info about this program. Yes No ⇐ ⇐

Whenever possible, staff will make simple room arrangements as requested. This may not be possible for all meetings, so please give us ample time for arrangement of the room.

Requested room arrangements – please check one if applicable. If a special arrangement is needed, please sketch in blank form, or attach additional sheet.



Equipment available - please check any items wanted

- Chalkboard
- Lectern
- Easel (without paper)
- Serving Room
- Serving table(s)
- Microphone on lectern
- Free-standing microphone

AV Equipment Available by calling (920) 832-6177

- Slide Projector
- VHS VCR / TV monitor
- Video Projector (requires prior training)
- Overhead Projector

Note: The library reserves the right to restrict the use of the serving room. Snacks and/or beverages to be served **must** be approved in advance by library administration. Please report any spills **immediately** after they occur.

I have read the general rules and regulations on the Meeting Room Request Page of the Appleton Public Library web site at www.apl.org (or on the back side of this form) and agree to the terms for the use of the meeting room. Failure to abide by these rules, by either my group, or myself will cause forfeiture of our right to any future use of the room.

Form can be mailed or faxed to:
Appleton Public Library
225 N. Oneida St., Appleton, WI 54911
or faxed to 920-832-6182

Authorized signature _____ Date _____

APL Staff Approval _____

Please note any special instructions (Staff use only) _____

Appleton Public Library
General Rules and Regulations Regarding Meeting Room Use

The following are general rules for use of public meeting rooms at the Library. Exceptions may be made for Library or City meetings. Please Notify Library Administration (920-832-6170) as soon as possible of any cancellations.

Reservations

- Meetings are scheduled on a first-come, first served basis.
- Groups are encouraged to make room reservations at least one week in advance. Walk-in requests will be honored if the room is available, if proper registration is completed, and if staff is available for setup.
- Reservations may be made up to three months in advance. No single group may have more than three meetings booked at any one time.
- The Library Secretary, (920) 832-6170, takes room reservations.
- An authorized member of the group requesting the use of the meeting room will be required to sign a “Meeting Room Reservation Form”, providing information regarding the program and the requested room set-up
- By signing the form, the applicant agrees that:
 - *They have read and understand these “General Rules and Regulations Regarding Meeting Room Use.” Failure to abide by these regulations may result in a forfeiture of the right to any future use of the room;*
 - *They accept financial responsibility for any and all damage caused to the building or equipment beyond normal wear.*
- Reservations are not confirmed until the reservation form has been completed, signed, and processed.

Conditions of Use

Schedule

- Meetings must be held during regular library hours, Monday through Friday.
- Meetings should end on time so that the room can be cleared or prepared for other meetings. The meeting room must be vacated at least 10 minutes before building closing time.

Open Meetings

- Meetings must be free and open to the general public at all times.

Rooms may NOT be used for:

- Any purpose, which may interfere with the regular operation of the library.
- Personal, company, or family parties
- Programs involving the sale, advertising, solicitation, or promotion of memberships, classes or services.
- Group Study.

Food and drink

- There is a serving kitchen available for beverages or other light refreshment.
- Each group must provide its own serving utensils and leave the serving kitchen in clean condition after its use.
- No alcoholic beverages may be served.
- Beverages and light snacks must be listed on the reservation form and approved in advance.

Equipment and Media

- Any special set-up or presentation aids (blackboard, easel, etc.) must be included on the reservation request.
- Any audiovisual equipment or material needed must be reserved independently through the Information Desk. The library cannot provide operators for this equipment. If instructions are required for equipment operation, it is suggested that a representative of the group come to the Information desk ahead of time.
- The Library may require proof that any public audiovisual presentation is not in conflict with copyright laws.

Signs

- No signs, working papers or posters may be attached to the walls of the meeting room.
- The Library will post notice of all public meetings booked at least a week in advance. Library staff may post directional signs in the event of simultaneous meetings. Any signs or posters placed anywhere in the building must be approved by the Library Administration.

Safety

- General courtesy and safety are required. Individuals responsible for the meeting should be sure all attendees know where fire exits are located.