

# Monona Public Library Meeting Room Use Reservation Form

Name of Group or Organization: \_\_\_\_\_ Date of application: \_\_\_\_\_

Date of meeting: \_\_\_\_\_

Time: From \_\_\_\_\_ to \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**Purpose of Meeting:**

\_\_\_\_\_  
\_\_\_\_\_

**Room to Reserve:**

Conference Room (table and 12 chairs)  
maximum capacity 25

Forum Room (100 chairs, 2 tables)  
maximum capacity 130

**Other Equipment:**

Please indicate any additional needs (list quantity where appropriate and note special setup charge).

\_\_\_\_\_ chairs \_\_\_\_\_ tables \_\_\_\_\_ lectern

other (please specify) \_\_\_\_\_

What equipment, if any, will be brought into the library for the meeting? \_\_\_\_\_

**Expected Attendance**

\_\_\_\_\_ Adults \_\_\_\_\_ Young Adults \_\_\_\_\_ Children **Total of** \_\_\_\_\_

**Fees A \$10.00 overhead fee will be charged for all rentals.**

\$5 per hour room fee. All fees, as calculated below, must be paid in advance.

\$15.00 for a meeting of 1 hour or less

\$20.00 for a meeting of 2 hours or less

\$25.00 for a meeting of 3 hours or less

\$30.00 for a meeting of 4 hours or less

\$35.00 for a meeting of 5 hours or less

\$15.00 for special room setup or extra furniture

**Fee of \$** \_\_\_\_\_

Fees will be waived for library-related and official city meetings. All groups are subject to additional charges for any damages to the property or if special cleaning is required.

\_\_\_\_\_  
\_\_\_\_\_

**I have read the policy for use of Monona Public Library meeting rooms and agree to the conditions for use described therein.**

\_\_\_\_\_  
(Signature, must be 18 years or older)

Approved 12/18/07

