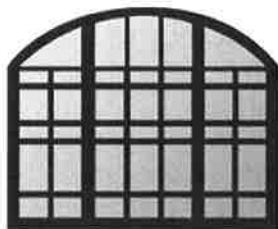


Meeting Room Reservation Request Form

105 Perimeter Road • Mount Horeb, WI 53572 • (608) 437-5021



**MOUNT HOREB
PUBLIC LIBRARY**

Request Forms must be completed for each reservation!

Meeting Date: _____

Number of persons (estimate): _____

Meeting Time (include setup & cleanup): Begins _____ Ends _____

Wish to use: Meeting Room only ___ Meeting Room & Kitchenette _____

Refreshments may be served with prior approval of the Librarian on duty.

Describe refreshments (if any): _____

Your Information	Your Organization
Applicant: _____	Name of Organization: _____
Daytime telephone: _____	In what community is your organization based? _____
Evening telephone: _____	Purpose of Meeting: _____
Fax number: _____	_____
Email address: _____	Organization's postal mail address: _____
Applicant's postal mail address: _____ _____	_____
Do we have permission to give your contact information to the public if someone inquires about your event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Organization's telephone: _____

- I have read and agree to be bound by the Mount Horeb Public Library Meeting Room Policy.
- I will leave the room clean and arranged as I found it.
- I understand that while using the Meeting Room and/or Kitchenette, no admission may be charged, and no products or service may be advertised, solicited or sold.
- I understand that reserving the Meeting Room does not mean my event is a library sponsored event and/or endorsed event.
- I understand that I must publish the following disclaimer text in all marketing materials: "This program is not a library sponsored event."
- If the key is lost, I understand I will be charged for all costs associated with rekeying the Meeting Room & Foyer.
- I will notify the Library 24 hours before cancellation.
- I understand that failure to comply with the Library's policies may result in the loss of use of the meeting room.
- I understand that this request becomes a reservation only after the Library has confirmed it.

Signature of responsible party _____

Date _____