



**GREENFIELD PUBLIC LIBRARY**  
**5310 W. Layton Avenue**  
**Greenfield, WI 53220-4011**  
**(414) 321-9595**  
**Fax: (414) 321-8595**  
**www.greenfieldlibrary.org**

**APPLICATION FOR ROOM RESERVATION AND USE**

**All applications must be reviewed by Library administration prior to final approval.**

Today's Date: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_ Time Requested: \_\_\_\_\_ to \_\_\_\_\_  
 Time Meeting Begins: \_\_\_\_\_ (include set-up and clean-up time.)

**Please note:** Meeting rooms are available during hours that the Library is open to the public, but will be closed one half hour prior to the time the library closes, as follows: Monday-Thursday 9:00 AM to 6:30 PM; Friday 9:00 AM to 5:30 PM; Saturday 9:00 AM to 3:30 PM. Earlier opening times and later closing times can only be allowed by prior arrangement and with written permission of the Library.

Name of Organization: \_\_\_\_\_ CES # (For tax exempt organizations) \_\_\_\_\_

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

Name of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Type of Group: (check one)

- Government     Civic     Cultural     Educational     Social Service     Club     Business  
 Community/Association     Private Individual     Other (please describe): \_\_\_\_\_

Please describe the program or agenda for this meeting: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Equipment Needed: \_\_\_\_\_

- Room Requested:  Community Room (Occupancy limit 100 persons)  
 Large Business Conference Room (Occupancy limit 25 persons)

What if any food or beverages will be served? \_\_\_\_\_

What if any arts and crafts materials will be used? \_\_\_\_\_

Will the program have children under the age of 18 participating? \_\_\_\_\_ If yes, please name adult chaperones who will be in attendance: \_\_\_\_\_

Table and chair arrangement: (check all that apply.)

- We will set up and take down the table/chair arrangements.
- We would like the Library to set up and take down \_\_\_\_\_ (number) of chairs for us in an auditorium style arrangement for a \$50.00 fee.
- We would like the Library to set up and take down \_\_\_\_\_ (number) of tables and \_\_\_\_\_ (number) of chairs for us in a conference style arrangement for a \$50.00 fee.
- Other arrangements are needed: (please describe) \_\_\_\_\_

Any other information we should be informed of:

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**Application forms** must be submitted in person to the Reference Desk with a \$25.00 refundable deposit (check only) during open business hours. Make checks payable to the Greenfield Public Library. Reservations preferred at least 2 weeks in advance.

I, the undersigned, am authorized to represent the named organization applying for room use; I am over the age of 21; I have received and read a copy of the Greenfield Public Library's Room Reservation and Use Policy, accept and will comply with all terms described there to govern the use of the Library meeting room; I assume responsibility for seeing that the room is maintained and returned to the Library in a clean, orderly and undamaged state; I assume full financial liability for the Library's costs to clean up and/or repair damages to the furnishings and facility caused during the organization's room use; I understand that the Greenfield Public Library is not responsible for any personal injuries, or for materials, equipment, or personal belongings left in the building after the program, or lost or damaged during the organization's room use.

I understand that the views presented by the organization I represent during use of the Conference Room and/or Community Room, and the content of our programs, are solely the views of and content presented by our organization, and not those of the Greenfield Public Library. I agree not to publicize our organization's use of any Library room in such a way as to suggest the event is sponsored by the Greenfield Public Library without written permission of the Library. All advertisement copy prepared by the organization reserving the room must be preapproved by designated library staff prior to public release or mailing, and failure to do so could result in cancellation of the reservation and forfeiture of deposit/fees. Rooms must be vacated 30 minutes before the library closes; and a \$25.00 charge for every 10 minutes a group stays past the library closing time will be applied and/or denial of future reservations. The library must be notified of a reservation cancellation 24 hours prior to the reservation start time, or the group will forfeit the room deposit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**You will be notified within 5 business days of receipt of application form and \$25.00 refundable deposit whether your reservation can be confirmed or not. Please do not advertise your event until you receive final written approval.**

**E-mail** address where confirmation/denial should be sent: \_\_\_\_\_

**Mail** address where written correspondence should be sent: \_\_\_\_\_

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For Library Use Only

Staff initials	Applicant over 21	Deposit Rec'd	Room: Community Conference	Other charges	Approved Denied	Notice Sent Date	Calendar Entry	Room set up arrangements	Clean & damage- free checklist	Deposit Returned

Notes: