

**Appleton Public Library
Meeting Room Request**
225 N. Oneida St., Appleton WI, 54911
Phone (920)832-6170 Fax (920)832-6182

Date(s):											
NOTE:	<p><i>The meeting rooms in the lower level of the Appleton Public Library are available for use by community groups and government agencies for presentation of informational, educational, or recreational meetings and programs in keeping with the mission of the Appleton Public Library.</i></p> <p><i>The Library provides meeting rooms for public meetings on a first come, first served basis. Because this is a very popular service, the rooms may be unavailable at the time you desire. Please try to plan ahead, giving us at least a weeks notice. We accept bookings up to three months in advance. (See the Meeting Room Policy)</i></p> <p>Questions? Call 832-6170 Fax 920-832-6182</p>										
Meeting Times:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Reservation Start Time</th> <th style="width: 25%;">Meeting Start Time</th> <th style="width: 25%;">Meeting End Time</th> <th style="width: 25%;">Reservation End Time</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Reservation Start Time	Meeting Start Time	Meeting End Time	Reservation End Time						
Reservation Start Time	Meeting Start Time	Meeting End Time	Reservation End Time								
*Number of Attendees:	<input style="width: 90%;" type="text"/>										
*Organization:	<input style="width: 95%;" type="text"/>										
*Purpose of Meeting:	<input style="width: 95%;" type="text"/>										
*Contact Person's Name:	<input style="width: 95%;" type="text"/>										
*Primary Phone:	<input style="width: 20px;" type="text"/> (<input style="width: 20px;" type="text"/>) <input style="width: 40px;" type="text"/> Extension: <input style="width: 30px;" type="text"/>										
Alternate Phone:	<input style="width: 20px;" type="text"/> (<input style="width: 20px;" type="text"/>) <input style="width: 40px;" type="text"/> Extension: <input style="width: 30px;" type="text"/>										
*Address1:	<input style="width: 95%;" type="text"/>										
Address2:	<input style="width: 95%;" type="text"/>										
*City:	<input style="width: 95%;" type="text"/>										
*State/Province:	<input style="width: 95%;" type="text"/>										
*Zip:	<input style="width: 95%;" type="text"/>										
Fax Number:	<input style="width: 20px;" type="text"/> (<input style="width: 20px;" type="text"/>) <input style="width: 40px;" type="text"/>										
*Email:	<input style="width: 95%;" type="text"/>										
Notes:	<input style="width: 95%; height: 40px;" type="text"/>										

*Is the organization non-profit?	<input type="radio"/> YES <input type="radio"/> NO
*Room Setup:	<input type="radio"/> Theatre style <input type="radio"/> Classroom setup <input type="radio"/> U-shaped setup <input type="radio"/> Hollow square setup <input type="radio"/> Open Room setup
*Organization's type (i.e. Non-Profit):	

OPTIONAL ITEMS:

The following are items that are available upon request for the selected room. This does not guarantee that the requested item(s) will be available. We will make every attempt to reserve the requested item(s).

Select	Item	Qty	Select	Item	Qty
<input type="checkbox"/>	American Flag	1	<input type="checkbox"/>	Podium (table top)	1
<input type="checkbox"/>	Boombox	1	<input type="checkbox"/>	Powerstrip	<input type="checkbox"/>
<input type="checkbox"/>	Chalkboard	1	<input type="checkbox"/>	Max Available:2	
<input type="checkbox"/>	DVD/VHS player	1	<input type="checkbox"/>	Screen - Wall mounted	1
<input type="checkbox"/>	Easel - without paper	1	<input type="checkbox"/>	State of Wisconsin Flag	1
<input type="checkbox"/>	Extension Cord	1	<input type="checkbox"/>	Tables (Oversized)	<input type="checkbox"/>
<input type="checkbox"/>	Flip Chart Easel - with paper	<input type="checkbox"/>	<input type="checkbox"/>	Max Available:2	
<input type="checkbox"/>	Max Available:4		<input type="checkbox"/>	Tables (Serving)	<input type="checkbox"/>
<input type="checkbox"/>	Garbage Can (oversized)	<input type="checkbox"/>	<input type="checkbox"/>	Max Available:3	
<input type="checkbox"/>	Max Available:2		<input type="checkbox"/>	Tables (Standard)	<input type="checkbox"/>
<input type="checkbox"/>	Laptop - Reference	1	<input type="checkbox"/>	Max Available:30	
<input type="checkbox"/>	Netbook - Admin	1	<input type="checkbox"/>	TV - Wall mounted with multiple inputs	1
<input type="checkbox"/>	Noise Cancelling Headphones	1	<input type="checkbox"/>	TV with DVD/VHS player	1
<input type="checkbox"/>	Podium (floor standing)	1	<input type="checkbox"/>	Video Data Projector - no sound (on cart)	1
			<input type="checkbox"/>	Video Data Projector - with sound	1
			<input type="checkbox"/>	Wii Gaming Equipment (all)	1

*** = Required Field**

I have read the general rules and regulations on the Meeting Room Request Page of the Appleton Public Library website at www.apl.org 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.

Authorized signature _____ Date _____
 APL Staff approval _____

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. These rules comply with the Library's Meeting Room Policy. Exceptions to these rules may be made for Library or City meetings. Please Notify Library Administration (920-832-6170) as soon as possible with any questions or cancellations.

Meeting Room Requests

- Meetings are scheduled on a first-come, first served basis.
- Groups must make room requests at least one week in advance.
- Requests may be made up to three months in advance. No single group may have more than three meetings booked at any one time.
- Requests may be submitted online, faxed to 920-832-6182 or delivered to the Library Secretary, (920) 832-6170.
- An authorized member of the group requesting the use of the meeting room will be required to sign or electronically submit a "Meeting Room Request Form", providing information regarding the program and the requested room set-up
- By signing or submitting 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.
- If the applicant provides an e-mail address they will receive a reservation confirmation e-mail and courtesy reminder e-mail.

Conditions of Use

General

- Meetings must be held during regular library hours, Monday through Saturday.
- 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.
- If food or beverages are served the group is responsible for cleaning up and reporting spills.
- Meetings must be free and open to the general public at all times.
- General courtesy and safety are required. Individuals responsible for the meeting should be sure all attendees know where fire exits are located.

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.
- No alcoholic beverages may be served.

Set up and equipment

- Any special set-up, presentation aids or equipment needs must be included on the reservation request.
- The library cannot provide operators for equipment. If instruction is required for equipment operation, it is suggested that a representative of the group request instruction ahead of time.
- The Library may require proof that any public audiovisual presentation is not in conflict with copyright laws.

Signs

- Any press releases, posters or other publicity may note that events are being held in the library, but may not state or imply library sponsorship or endorsement without express permission.
- 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.

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.