

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><i>Questions? Call 832-6170 Fax 920-832-6182</i></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: 95%;" 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: 40px;" 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: 40px;" 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 _____

Meeting and Study Rooms Policy

Purpose

Appleton Public Library (“APL” or “library”) encourages the use of its meeting and study rooms when the use does not interfere with the normal functions of the library. These spaces are made available to the public free of charge regardless of the beliefs or affiliations of individuals or groups requesting their use.

Guidelines and General Rules for Meeting and Study Rooms

1. All meeting and study room users must sign up for their use prior to the use of the room. By signing up for the use, the user agrees to abide by all of the guidelines and rules herein.
2. Preference of meeting and study rooms is given to APL sponsored and co-sponsored program. Secondary preference shall be given to the City of Appleton (“city”), other government agencies and local non-profit/community groups.
3. The use of meeting and study rooms that involve the sale, advertising, solicitation and/or promotion of commercial products and services is prohibited.
4. Personal, company and/or family parties in meeting or study rooms are prohibited.
5. No fees of any kind, including entrance fees or participation fees, shall be charged by a user or attendee of a program in a meeting or study room.
 - a. This guideline is waived for library fundraising activities and for fees associated with participating in city sponsored functions.
6. Users agree to abide by all regulations of the library relating to the use of the facilities.
7. Meeting and study rooms shall be left in an orderly condition and users agree to accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
 - a. If library staff must provide more than reasonable cleanup, a minimum fee of \$25 will be charged to the individual who signed up for the use of the room pursuant to ¶ 1 herein.
 - b. Additional fees may be charged depending on the actual cost of cleaning and/or repair.
 - c. Any fee charged must be paid in full before the individual may reserve or use a meeting or study room again.
8. Nothing shall be temporarily or permanently attached to the walls of the meeting or study rooms.
9. Directional signage may be posted on the first floor using a library provided stand. Reasonable signage may be used in the basement. All signage must comply with library policies.
10. Light refreshments may be served. No alcohol may be served.
11. The library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library regulations.
12. Library staff must have free access to meeting rooms at all times and no entry or exit door may be locked or barred.
13. The Library reserves the right to take photographs of events for its own records and for future promotional materials.
14. The library does not advocate or endorse the viewpoints of meetings or meeting room users and groups and/or individuals shall not publicize their event in any manner that implies that it is sponsored, co-sponsored, endorsed or approved by the library unless permission to do so has been given in advance by the Library Director.

Meeting Room Policies

1. The meeting rooms in the lower level of the APL are available for use by groups for presentation of informational, educational or recreational meetings and programs.

2. Meetings must be open to the public.
3. Meeting rooms are intended for larger groups, and therefore a minimum attendance requirement may be imposed.
 - a. Meeting rooms are not intended for on-on-one discussions, study or tutoring (see study room information below).
4. No single group may have more than three (3) meetings reserved in advance in a six month period. Exceptions are library sponsored and co-sponsored activities or library system sponsored programs and those offered by the city.
5. Meeting rooms may be reserved through the online meeting room booking system or by calling library administration.
6. Users of the meeting rooms will follow library policies and the guidelines above regarding meeting room use.
7. Anyone using the Community Piano must comply with the Piano Policy.

Children's Program Room Policies

The library may schedule non-library program in the children's program rooms when lower level meeting rooms are not available should the meeting comply with the APL Children's Room Appropriate Use Policy.

Study Room Policies

The library provides study rooms for small groups to meet and work quietly. These rooms are booked through the Reference Desk.

1. Individuals and small groups may request a study room when they are available on a first-come, first-served basis.
2. Rooms may be booked for two hours. Extensions may be granted if no one is waiting.
3. Tutors may reserve a study rooms up to one month in advance by calling the Reference Desk.
4. Individuals may reserve a room the day of in person or by calling the Reference Desk.
5. Study rooms may be booked in coordination with library administration following the meeting room reservation process for the following circumstances:
 - a. Groups that comply with meeting room usage but do not meet minimum size requirement of rooms may be booked in advance in a study room upon approval of library administration.
 - b. Employers and employment agencies may use study rooms for open job interviews upon approval of library administration.
6. Individuals may request a specific room, however rooms will be assigned by library staff based on the size of group, room availability and needs of the user.