



SUN PRAIRIE PUBLIC LIBRARY

1350 Linnerud Drive
Sun Prairie, WI 53590-2631
(608) 825-7323
FAX (608) 825-3936
www.sunprairiepubliclibrary.org

MEETING ROOM RESERVATION

Organization: _____

Contact: Name: _____ Phone: _____

Address: _____

Community Room: _____ Conference Room: _____

Date of Meeting: _____ Start Time: _____ End time: _____ Number Attending: _____

Describe activity planned in detail: _____

Please check the equipment you wish to use:

- | | | |
|--|--|--|
| <input type="checkbox"/> Kitchen (Community Room only) | <input type="checkbox"/> Data Projector | <input type="checkbox"/> No Equipment Needed |
| <input type="checkbox"/> Coffee Pot ___ 30 cup ___ 100 cup | <input type="checkbox"/> Slide Projector | |
| <input type="checkbox"/> Blackboard/Bulletin Board | <input type="checkbox"/> Cassette Player | |
| <input type="checkbox"/> Easel | <input type="checkbox"/> Cordless Microphone | |
| <input type="checkbox"/> Projection Screen | <input type="checkbox"/> Video/DVD Player/TV | |
| <input type="checkbox"/> Podium with Microphone | <input type="checkbox"/> Remote Controls for above items | |

My organization/group will be responsible for the repair or replacement of any damaged or missing equipment and for damage to the facility and any extra cleaning required.

My organization/group agrees to meet ADA (Americans With Disabilities Act) requirements and to provide accommodations for its meeting or program. The agreement to provide accommodations will be included in the publicity or notices for the meeting, with wording as suggested in the guidelines for using the meeting rooms.

Signed: _____ Dated: _____

Security Deposit Received: \$ _____ Rental Fee Received: \$ _____

Received policy: _____ Date confirmed: _____ Staff initials: _____

Security Deposit Returned:

Date returned: _____ Will not be returned: _____ (Specify why: _____)

Deposit returned to: _____ In person: _____ Mail: _____ 2/20/08

NOTE: Reservation is NOT confirmed until deposit/payment has been made and approval is given.