

KRAEMER LIBRARY & COMMUNITY CENTER

910 Main Street, Plain, WI 53577**608-546-4201**www.kraemerlibrary.org

APPLICATION FOR COMMUNITY ROOM USE

Meeting Date: _____ Meeting Time: Begin _____ End _____
(Include setup & cleanup)

Are You a Resident of the Plain Fire District? Yes _____ No _____
(If you are not a resident a fee of \$50.00 applies, payable at time of reservation)

Will the room be used for a "For Profit" basis or tuition charged? Yes _____ No _____
(A fee of \$50.00 applies, payable at time of reservation, if non-resident fee of \$75.00 applies-maximum)

Person/Organization Renting Room:

Name: _____ Phone: _____

Address: _____ E-Mail: _____

Purpose of Use: _____

Number of Persons Attending: _____ (Maximum Room Capacity of 125 Seated)

Please Check the Items You Wish to Use:

Kitchen _____ Projection Screen _____ Whiteboard/Markers _____
Flip Chart/Easel _____ TV/DVD/VCR _____ Microphone _____

- _____ I have read and agree to the terms of the Kraemer Library Community Room Policy.
- _____ I understand that I am responsible for the use and care of the room during the event.
- _____ Community room will be cleaned and arranged per diagram and checklist completed
- _____ Posting materials on walls is prohibited.
- _____ Tobacco and alcoholic beverages will not be permitted at my meeting/event.
- _____ I agree to utilize street and non-library parking so as not to inconvenience library users.
- _____ My meeting/event will be conducted so as not to disturb others using the library.

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

Signature Date

**The following person picked up the key for this event: _____
Signature Date

**Check library hours of operation and make arrangements to pick up key during those hours.

Any donation for the use of the Community Room is greatly appreciated.