

# Hedberg Public Library

## Public Meeting Room Booking Form

\_\_\_\_\_  
Name of organization

\_\_\_\_\_  
Name of Cardholder/Contact person

\_\_\_\_\_  
Library Card Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Phone (home)

\_\_\_\_\_  
(work)

\_\_\_\_\_  
(cell)

Meeting Date: (first choice) \_\_\_\_\_ (second choice) \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

**Please use the space below to book multiple dates.**

Meeting Date \_\_\_\_\_ Start & end time: \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Meeting Date \_\_\_\_\_ Start & end time: \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Meeting Date \_\_\_\_\_ Start & end time: \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

You may drop off the completed booking form at the library's Information Desk, fax the form to (608) 758-6615 or mail the form to:  
**Hedberg Public Library, 316 S Main St., Janesville, WI 53545.**

Meeting room availability will be given over the phone but the room cannot be guaranteed until the form is received.

You will be notified of any changes by phone, otherwise you may check our online calendar at [www.HedbergPublicLibrary.org](http://www.HedbergPublicLibrary.org) to confirm your booking. Cancellations should be made by calling the Information Desk at 758-6600.

The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of the Hedberg Public Library Meeting Room. The undersigned assumes responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to the library facilities or library or personal property or loss of library or person property that may result from the use. See the conditions for the use of the room in this brochure.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**For Office Use Only**

Received and booked by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

\_\_\_ Eligibility verified \_\_\_ Booking verified by: \_\_\_\_\_ Date/Time: \_\_\_\_\_