



# Public Meeting Room Booking Form

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

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

We allow 30 minutes between bookings for set-up and take-down, which will automatically be added to your booking. The first meeting of the day can be no earlier than 30 minutes after the library opens and the last meeting must be over 15 minutes before the library closes. Library hours are Mon.-Fri.: 9 a.m.-9 p.m., Sat.: 9 a.m.-5 p.m., and Sun.: 1-5 p.m.

Name of your organization or group: \_\_\_\_\_

Is the meeting free of charge for those attending?  Yes  No

If no, explain: \_\_\_\_\_

Estimated attendance: (minimum is 5; maximum is 25) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Hedberg Public Library card number: \_\_\_\_\_  
(Inquiries will be directed to the contact person, who must be a HPL cardholder.)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

You may check our online calendar to confirm your booking. **If you mail your booking form and the room is unavailable, we will notify you by phone. Please indicate the best number to call:**  work phone  home phone

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 personal property that may result from the use. See the regulations for the use of the room in this brochure.

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

The meeting room may be booked at the Service Desk or by mailing the form to: Hedberg Public Library, 316 S. Main St., Janesville, WI 53545. Meeting room availability will be given over the phone, but no booking will be made until the form is received. Cancellations would be made by calling the Service Desk at 758-6600.

<b>FOR OFFICE USE:</b>		
Received by:	Staff Initials _____	Date _____ Time _____
<input type="checkbox"/> Patron record checked to verify address and eligibility		
Booked by (staff name) : _____		Date: _____