

Please fill out the **CUDAHY FAMILY LIBRARY: Application for Meeting Space Use** completely to be approved:

Name of Organization/Group: \_\_\_\_\_

Represented by: Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Dates Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

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Purpose of Use: \_\_\_\_\_  
 \_\_\_\_\_ City/Government Agency  
 \_\_\_\_\_ Non-Profit Group  
 \_\_\_\_\_ For-Profit Group  
 \_\_\_\_\_ Social Function

**Indicate Room requested and the equipment needed:**

\_\_\_\_\_ **Ladish Co. Foundation Meeting Room / Geiger Kitchen**  
 \_\_\_\_\_ Entire Room (45 occupants- meetings; 35 occupants - social)  
 \_\_\_\_\_ Half Room – no preference (15 occupants)  
 \_\_\_\_\_ Half Room with screen (15 occupants)  
 \_\_\_\_\_ Half Room with Geiger Kitchen Access  
  
 \_\_\_\_\_ Chairs only/Auditorium Style  
 \_\_\_\_\_ Tables and Chairs /Classroom Style  
 \_\_\_\_\_ Tables and Chairs /Social Setting – up to 35 guests

**Equipment Needed, no fee:**  
 \_\_\_\_\_ Microphone (Winter Garden – only for meetings)  
 \_\_\_\_\_ Podium  
 \_\_\_\_\_ Erase Board

**Equipment Needed, \$5.00 fee:**  
 \_\_\_\_\_ 30-cup Coffee Pot  
 \_\_\_\_\_ Punch Bowl Set  
 \_\_\_\_\_ Easel with Paper Pad

\_\_\_\_\_ **Winter Garden** (85 occupants – social; 100 occupants - meetings)  
 \_\_\_\_\_ Chairs only/Auditorium Style  
 \_\_\_\_\_ Tables and Chairs /Classroom Style  
 \_\_\_\_\_ Tables and Chairs /Social Setting

**Equipment needed, \$10.00 fee for each:**  
 \_\_\_\_\_ LCD Projector  
 \_\_\_\_\_ Opaque Projector  
 \_\_\_\_\_ Slide Projector  
 \_\_\_\_\_ TV with DVD and VCR  
 \_\_\_\_\_ Webcam

**PLEASE DRAW A SKETCH OF YOUR PREFERRED SET UP ON THE BACK OF THIS APPLICATION. IF THE ROOM ARRANGEMENT HAS NOT BEEN INDICATED, SETUP WILL BE DETERMINED BY THE LIBRARY.**

\_\_\_\_\_ **Food Served**                      **Table Preference in Setup**                      \_\_\_\_\_ **Round**                      \_\_\_\_\_ **Rectangular**

As an authorized representative of the above organization, I hereby apply for the use of the facilities and/or library grounds as indicated above. I have read the rules governing the use of the facilities included with this application and agree that they will be strictly observed, including the cleaning of the room to leave it as it was before my usage. I accept responsibility on behalf of the above organization for any damages that might occur to Library or city property during our use of the facility and/or library grounds. In case a meeting is canceled, I agree to notify the Library as far as in advance as possible. I shall indemnify and hold harmless the Cudahy Family Library, the City of Cudahy, its officers and employees, and the Cudahy Family Library Board of Trustees from any damages for personal injury or property damage and for the costs of defending claims for the same, including attorney fees, arising out of the acts or omissions of use of the meeting space in the Cudahy Family Library.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Application Approved**                      \_\_\_\_\_ Not Approved because: \_\_\_\_\_

\_\_\_\_\_ Fee Collected                      \_\_\_\_\_ \$5.00 or \$10.00 Fee for Equipment

Winter Garden	\$125.00	_____ (1 – 4 hours use)	Before/After Hours Use: _____ Hours x \$30.00 per hour
	\$150.00	_____ (5 – 7 hours use)	_____ Total for Use before/after hours
	\$175.00	_____ (8 - 10 hours use)	
Ladish/Kitchen	\$75.00	_____ (1 – 4 hours use)	Food /Groups of 25 or more \$25.00 _____
	\$100.00	_____ (5 – 7 hours use)	Food/ Groups less than 25 \$10.00 _____
	\$125.00	_____ (8 – 10 hours use)	<b>Total fee _____ paid on _____</b>

Notes from Director: \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date: \_\_\_\_\_