

CUDAHY FAMILY LIBRARY
Application for Meeting Room Use

Please fill out completely:

- Government Agency
- Non-Profit Group
- For-Profit group
- Social Function

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: _____

Indicate Room requested and the equipment needed:

- Ladish Co. Foundation Meeting Room
 - Entire Room (50 occupants)
 - Half Room – no preference (25 occupants)
 - Half Room with screen (25 occupants)
 - Half Room with Kitchen Access

- Equipment Needed, no fee:
 - Microphone
 - Podium
 - Round tables
- Equipment needed, \$3.00 fee:
 - Easel with paper pad
- Equipment needed, \$5.00 fee (for 1 or 5):
 - LCD Projector
 - Opaque projector
 - Overhead projector
 - Slide projector
 - TV with DVD and VCR

- Chairs only
- Tables and Chairs
 - Number of tables _____
 - Number of chairs _____

Geiger Kitchen

- Winter Garden (189 occupants)
 - Lounge setting
 - Chairs only
 - Tables and Chairs
 - Number of tables _____
 - Number of chairs _____

PLEASE DRAW A SKETCH OF HOW YOU WOULD LIKE THE ROOM SETUP ON THE BACK OF THIS APPLICATION

As an authorized representative of the above organization, I hereby apply for the use of the facilities 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. 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. 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 rooms in the Cudahy Family Library.

Signed: _____ Date: _____

Application Approved Not Approved because: _____

Fee Collected Fee Returned \$3.00 or \$5.00 Fee for Equipment

Winter Garden \$50.00 _____ (1 – 4 hours use) Before/After Hours Use: _____ Hours x \$25.00 per hour
 \$75.00 _____ (4 – 8 hours use) _____ Total for Use before/after hours
 \$100.00 _____ (8 10 hours use)

Ladish Room \$25.00 _____ (1 – 4 hours use)
 Geiger Kitchen Use \$10.00 _____ **Total fee _____ paid on _____**

Notes from Director: _____

Director's Signature _____ Date: _____