

# Baraboo Public Library Program Room Application

CONTACT: person responsible for set-up and clean-up

Name:	Address:	Home phone:	Work phone:

Date	Set-up time	Start time	End time (allow for clean-up)

- Group must vacate room no later than **15 minutes prior to closing** of the library
- Person responsible for use must check in and out with a library staff member

Group name:	
Purpose for room use:	

Number of adults expected:		Number of tables required:	
Number of kids expected:		Number of chairs required:	

Will you be serving refreshments?	
What type of food/beverages?	
The Library does <b>NOT</b> provide coffeemaker or other supplies.	

AV equipment is available is available for a small rental fee. It must be reserved and paid for when the application is approved.

Special needs:
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I have read the Program Room Use Policy and agree with the terms: \_\_\_\_\_

\_\_\_\_ Approved  
 \_\_\_\_ NOT approved

Library Director: \_\_\_\_\_  
 Date: \_\_\_\_\_