

WHITEFISH BAY PUBLIC LIBRARY - PROGRAM ROOM APPLICATION

Please Note: You must be completely cleaned-up and out of the room 15 MINUTES BEFORE closing time.

Library Hours:

Monday through Thursday – 9:30am-8:30pm = **Out by 8:15pm**

Friday – 9:30am-5:30pm = **Out by 5:15pm**

Saturday – 9:30am-4:00pm = **Out by 3:45pm**

Sunday 12pm-4pm Labor Day through Memorial Day Only = **Out by 3:45pm**

Organization:	
Officer:	
Organization address:	
City/State/Zip	
Contact phone:	
Contact email:	
Date(s):	
Start Time: (includes set-up)	
End Time: (includes clean-up)	
Purpose of use:	
Expected attendance:	

- The applicant agrees to indemnify and hold harmless the Library and its officers, employees, and agents from and against any and all liability claims, damages, expenses, attorney fees, judgments, settlements, or costs they may sustain should any person or party incur or suffer death, personal injury, or property loss or damage as a result of any act or omission arising out of the applicant's use of a Library facility;
- The applicant obtains all applicable licenses and permits for said event, if any are required.
- Groups of youths under 18 years of age must have this Application signed by a sponsoring adult (18 or older), and an adequate number of supervising adults must be present during the entire meeting and remain with their group during the entire time of the Library visit.
- The applicant has read, understands and will abide by the Program Room Policy and Procedure/Guidelines.

Class	Usage Fee
Class A	No fee
Class B	\$30 first 2 hours + \$10/additional hour; maximum \$50
Class C*	\$40 first 2 hours + \$15/additional hour; maximum \$70
Class D*	\$60 first 2 hours + \$15/additional hour; maximum \$90
Class E	25% of proceeds (\$100 minimum)

*PR materials must include the following disclaimer:

"The Whitefish Bay Public Library assumes no liability or responsibility for the accuracy, completeness, or usefulness of this event or any information presented therein. The views and opinions presented at this event do not necessarily state or reflect those of the Library."

Signed: _____
Officer of applying organization or Citizen Date

Approved: _____
Library Staff Date

Staff use only: Amount paid \$ _____ Cash _____ Check # _____ Credit Card _____