

WHITEFISH BAY PUBLIC LIBRARY - PROGRAM ROOM APPLICATION

Post-COVID Operations – Fall 2021

Please Note: You must be completely cleaned-up and out of the room 30 MINUTES BEFORE closing time.

HOURS ROOM IS RESERVABLE

Monday through Thursday – 9:30am-8pm

Friday - 9:30am-5:00pm; Saturday - 9:30am-3:30pm

Sundays – 12:00pm-3:30pm (between Labor Day Weekend and Memorial Day Weekend i.e. School Year)

Organization:	
Officer/Name:	
Organization/Home address:	
City/State/Zip	
Contact phone:	
Contact email:	
Date(s):	
Start Time: (includes set-up)	
End Time: (includes clean-up)	
Purpose of use: No parties allowed at this time	
Expected attendance: Max 30 at tables; 40 in chairs	

I have read and understood the Program Room Policy posted on the library's website. _____ (Application Initials)

I understand that immediately before and after the reservation I will check in and out with the librarian at the Adult Services Desk. _____ (Application Initials)

I understand that no food or drink (besides water) can be served while using the room. _____ (Application Initials)

Yes No Are you using animals as part of a show or presentation?

If Yes, I understand that: 1) I need to provide documentation from the animal handler at least 7 days before the event to the Library director that the animal(s) are trained and the presenter is bonded/insured. 2) If I do not provide this documentation as described, library staff will not allow the animal(s) in the building. _____ (Application Initials)

RENTAL FEES:

- Applicant with a Whitefish Bay address
 - \$50 for the first two hours; \$25 for each additional hour
- Applicant without a Whitefish Bay address
 - \$80 for the first two hours; \$40 for each additional hour
- A \$50 "late" fee will be charged if staff needs to stay after closing because the room was not vacated in time
- If the renter leaves without having staff complete the checkout and additional clean-up is warranted, an invoice will be sent to the applicant to recoup costs.

Signed: _____
 Officer of applying organization or Citizen Date _____

Approved: _____
 Library Staff Date _____

STAFF USE ONLY: Amount paid \$ _____ Cash Check # _____ Credit Card-Confirmed _____