



MILWAUKEE PUBLIC LIBRARY MEETING ROOM USE APPLICATION

Meeting Rooms are Available During Library Open Hours.

Library Name _____

- √ Read the Meeting Room Guidelines to ensure that your group is eligible.
- √ Complete and sign the Application. (Application must be received at least **two weeks** prior to requested day.)
- √ Return application and other required material, including non-profit evidence, by fax, mail, or in person to the library where the meeting will be held. See the Meeting Room Guidelines for a list of the libraries.

ORGANIZATION MAKING REQUEST: _____

REPRESENTED BY: _____

Name: _____

Position in Organization: _____

Address: _____

City, State, Zip: _____

Phone number: _____ Fax number: _____

E-mail address: _____

Contact Name & Phone No. Same as Above
to be given to public: Different (please list):

PURPOSE AND BRIEF DESCRIPTION OF MEETING:

When developed, please provide flyer / promotional material / press releases for library review (before distribution).

DATE AND TIME INFORMATION:

Date(s)	Entry/Exit Time	Actual Program	Date(s)	Entry/Exit Time	Actual Program
	to	to		to	to
	to	to		to	to
	to	to		to	to

OTHER INFORMATION:

Setup Number (see Guidelines): Estimated Attendance: *Will refreshments be served?: Yes No

*M Café is located in the Central Library and offers refreshments. Call 414-915-9815.

As an authorized adult representative of the above organization, I hereby apply for the use of the facilities as indicated above. **I have read the Guidelines for Using a Meeting Room and agree that they will be strictly observed. The meeting will be open to the public and no fees will be charged at this event.** The applicant/organization agrees to save and keep the Milwaukee Public Library, City of Milwaukee, harmless from any and all liability whatsoever arising out of the use of the meeting room facilities and equipment.

Date _____ Signed _____

LIBRARY USE ONLY: Approved Denied. Explain: _____
Date: _____ By: _____