

Angie Williams



Cox Library Inc.

PARDEEVILLE, WISCONSIN, 53954

Application for Room Rental

Name of Person/Organization: _____

Contact Person(s): _____

Address: _____ Zip: _____

Telephone Number of Contact Person: _____

Email: _____

Date of Rental: _____ Time of Rental: _____

Number of Attendees: _____

This room will be used for:

For-profit

Non-profit

Personal/Individual

Room Requested:

Upper Level (Capacity 50 People)

Lower Level (Capacity 20-25 People)

Special Requirements: _____

*Any notices or advertising about an event for which a room at library is reserved must include the following statement:

THIS EVENT IS NOT SPONSORED OR ENDORSED BY THE ANGIE W. COX PUBLIC LIBRARY.

I have received, read and agree to abide by the policies established by the Angie W. Cox Public Library regarding key and room rentals. I understand that any misrepresentation of the above-mentioned information or failure to abide by the policies established will be cause for denial of further use of all rooms and may result in additional fees and/or a loss of the refundable deposit.

X _____ Date _____

Applicant's Signature

STAFF USE ONLY

- Applicant received copies of policies.
- Rental deposit/fee received prior to room use.
- Rental key card was checked out to applicant and recorded in rental log.

X _____ Date _____

Staff signature

AFTER USE ROOM RENTAL CHECKLIST

- Furniture has been reset to the original arrangement.
- The kitchen is clean.
- All surfaces are clean.
- There is nothing on the carpet of the room(s) or hallway(s) leading to bathroom(s) and/or exits.
- Bathroom is in the same condition as prior to use.
- Nothing is missing from the room.
- Trash has been taken out. (Trash is to be removed and taken out of the building by applicant/user.)
- All decorations have been removed.
- Surrounding area(s) were checked, and there were no signs of tampering.

Inspected by: _____ Date: _____

Angie W. Cox Public Library
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