

Brown Deer Public Library

Community Room Reservation Request

| | | | | | | | | |
|---|--------|------|--------|------|--------|------|--------|------|
| Name of Organization: | | | | | | | | |
| Person making Request: | | | | | | | | |
| Contact Person (if different): | | | | | | | | |
| Telephone # of Contact: | | | | | | | | |
| Email of Contact: | | | | | | | | |
| Date(s) and time(s) of meeting (s): <i>Meetings must end 15 minutes before library close, 12 reservations per calendar year maximum.</i> | Date: | | Date: | | Date: | | Date: | |
| | Start: | End: | Start: | End: | Start: | End: | Start: | End: |
| | | | | | | | | |
| Estimated attendance: | | | | | | | | |
| Notes-Will food be served? What type?: | | | | | | | | |

Reservations are accepted using the following schedule

| | |
|---|--|
| Reservation requests will be accepted... | ...for the following date ranges: |
| December-June | January-June |
| May-December | July-December |

Please attach a copy of any promotional brochures, fliers or posters.

I agree to observe the Library's Community Room Policy as written in the Brown Deer Library Policy Manual:

Signature of Person making request / Date

| | | |
|--|--|---|
| This form may be faxed, scanned and emailed, mailed, or delivered to the Brown Deer Library. For Individual or For-profit use, checks may be made payable to: | | |
| Brown Deer Library 5600 W. Bradley Road Brown Deer, WI 53223 | bdpl.ref@mcfls.org 414-357-0156 (fax) 414-357-0106 (phone) | To send by email: 1. Save to your computer 2. Click Send by Email |

Staff Use

| | |
|---|----------------------|
| Application received date: | Received by: |
| Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No, reason: | |
| Fee received date: | Amount: Received by: |

Community Room Standard Set-Up

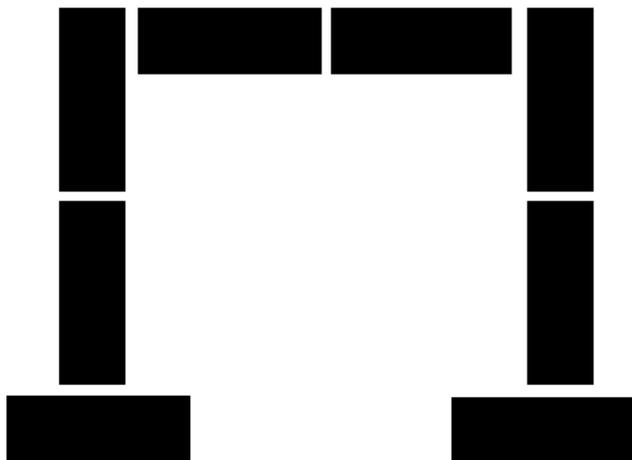
If any tables, chairs, or other furniture are moved from their original position, they **must** be put back as they were when your group is done with the Community Room. This room is very heavily used. By reserving the Community Room, you agree to put all the room's furnishings back in their original position.

Craft Area



The tables form a U-shape, as shown. There are 3 chairs to each table, going around the outside of the U-shape.

Diagram of table layout:



Story Time Area



There is a collection of chairs on the far-side of the room, where story time is conducted. The chairs form a rough U-Shape, as shown below.

Diagram of chair layout:

