

*Library Hours:*

Monday-Tuesday 9:00 a.m. – 8:00 p.m.  
Wednesday-Thursday 9:00 a.m. – 6:00 p.m.  
Friday 9:00 a.m. – 5:30 p.m.  
Saturday 9:00 a.m. – 4:00 p.m.  
Sunday 12:00 p.m. – 4:00 p.m. (Sept-May)



Waukee Public Library  
950 S. Warrior Lane  
Waukee, IA 50263  
P: (515) 978-7944  
[AskMe@waukee.org](mailto:AskMe@waukee.org)

**Waukee Public Library Meeting Room Agreement**

Complete and return agreement to the Waukee Public Library in person or by email prior to meeting.

Is your group a tax-exempt non-profit organization or recognized civic group? YES NO	
Name of Organization:	
Purpose of Meeting:	
Number of Attendees:	
Date of Meeting:	
Time of Meeting: From:	To:
Contact Person:	
Position in Organization:	
Address:	
Phone:	
Email:	

Room Requested:

	Maximum Occupants	Amenities
Waukee Meeting Room	12 seated at table	1 Table & 12 chairs
Coal Mine Meeting Room	36 seated at 8 tables	8 Tables, 36 chairs, projector w/screen

**Please initial:**

- I hereby acknowledge that I have read and agree to follow the Waukee Public Library Meeting Room Policy.
- I agree to be responsible for all costs and damages that occur to the room, its contents, and furniture/equipment beyond normal vacuuming and trash removal.
- I hereby acknowledge I am responsible for returning the room to the original configuration and exiting the room 15 minutes prior to library closing time.

**Misrepresentation of the above data or failure to abide by the library’s policies will be cause for denial of further use of the meeting room.**

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Use Only: Approved by: _____ Date: _____ Special Notes/Instructions: _____
---