

*Library Hours:*  
 Monday-Thursday 9:00 a.m. – 8:00 p.m.  
 Friday 9:00 a.m. – 5:30 p.m.  
 Saturday 9:00 a.m. – 4:00 p.m.  
 Sunday 1:00 p.m. – 4:00 p.m.  
 (Labor Day - Memorial Day)



Waukee Public Library  
 950 Warrior Lane  
 Waukee, IA 50263  
 P: (515) 978-7944 F: (515) 978-7945  
[AskMe@waukee.org](mailto:AskMe@waukee.org)

**Waukee Public Library Meeting Room Application**

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

Is your group a non-profit organization or citizen 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	Table, chairs, phone
Coal Mine Meeting Room	36 seated at 8 tables or 50 seated in theater style	Tables, chairs, sink, projector with screen, conference phone, DVD player

**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: _____ Confirmed by: _____ Date: _____ Special Notes/Instructions: _____
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