



Karl Junginger Memorial Library
Reserving the Junginger Community Room
or
Hyer Conference Room

Please complete the attached reservation form.

Deposits are payable at the time of reservation (if applicable). Users must include a self-addressed stamped envelope for us to return the deposit check or the deposit check will be shredded.

Deposits must be paid by check, separate from rental fee checks. All rental fees, if any, are due no later than the date of use by the organization. If there are no charges for damage or cleaning of the facility after use and the key is returned, the deposit check will be returned to the organization or shredded within 5 working days of the event.

Once the reservation form and deposit (if applicable) is submitted and the user has gone through a brief orientation, the reservation for either room will be definite.

The library staff person on the desk will go through a few procedures with the users regarding the care of the room and note the reservation on the meeting room calendar.

The rooms are available on a first-come, first-serve basis. Groups not related to the library are welcome to use the facilities. However, library functions have a priority claim to the facilities.

Please remember per library policy **“No use of alcohol or tobacco is allowed in any area of the building. Fire and safety laws must be observed”**.



Karl Junginger Memorial Library

Overview of Facility Use Policy

The goal of the Karl Junginger Memorial Library and its Board of Trustees is to have library facilities utilized to the greatest extent possible. Community groups are encouraged to use the Junginger Community Room and the Hyer Conference Room for activities in accordance with the guidelines outlined in this handout. In brief, several steps will need to be followed before, during, and after your meeting or event:

Prior to your Meeting/Event

1. Users should complete the reservation form. Make sure you reserve the room with time for setup and cleanup, so that groups aren't in conflict for space.
2. Users should return the completed reservation form with **separate checks for the deposit and rental fees** (if applicable) to the library. You must include a self-addressed stamped envelope for us to return your deposit check or we will shred the check after the reservation.
3. If a key is needed to access the facility, it must be signed out during library hours just before the event. If the key is not checked out prior to the event, the \$50 deposit will be forfeited automatically. **Staff may not be contacted at home for any reason.**
4. For a non-emergency situation please contact local police at 920-478-2343.

During Your Meeting/Event

Users should monitor those at the event for compliance with the Facility Use Policy, which is available in print at the library's front desk and available online at www.waterloo.lib.wi.us

After Your Meeting/Event

1. Complete, sign and date the Cleanup Checklist.
2. **If the room is not clean and/or the furniture has not been returned to the proper arrangement, the \$50 deposit will be forfeited.**
3. Users should leave the Cleanup Checklist on the kitchen counter in the Junginger Community Room or on the conference table in the Hyer Conference Room.
4. In addition to the cleanup checklist tables and chairs must be returned to their proper arrangement (*refer to the laminated green cleanup checklist and room arrangement map*).
5. **If the library keys for the facility were borrowed, they should be returned.** If the library is closed leave the key in the outside book drop after the door has been locked and at the front desk if the library is still open. **If the key is not returned the \$50 deposit will be forfeited and you will be charged for any necessary re-keying fees.**
6. If the library is closed during your event, or closes before the event has ended, users should make absolutely certain that all lights are off and that all external doors used by the group are locked and secure.

**Karl Junginger Memorial Library
Facility Use
Cleanup Checklist**

Group Name: _____ Contact: _____

Use Date: _____ Signature: _____

Cleanup Checklist

Please complete each task on the checklist as it applies to the specific facility you used today.

- ___ Tables and chairs wiped clean and put in original position
- ___ Additional tables and chairs returned to storage
- ___ Library's AV Equipment turned off, unplugged, and returned to storage
- ___ Garbage placed in plastic bag in closet; then tied up and placed in outside bins
- ___ Kitchen floor spot cleaned
- ___ Floors cleaned
- ___ **Windows closed and locked**
- ___ Restroom toilets flushed
- ___ Kitchen cabinets cleared of group's items
- ___ Refrigerator cleared of group's items
- ___ Oven and stovetop clean and turned off
- ___ Kitchen sink rinsed out and dry
- ___ Counters wiped clean
- ___ Lights turned off
- ___ **Doors checked and locked**

If you wish to note any problems with the room or equipment, please use the back of this sheet.

OUTSIDE TRASH & RECYCLE BINS ARE LOCATED AROUND THE RIGHT CORNER OF BUILDING (WHEN LOOKING AT DOORS FROM PARKING LOT)

Karl Junginger Memorial Library Meeting Room Reservation Form

_____ Hyer Conference Room _____ Junginger Community Room

Contact Information

Name of Group: _____

Purpose of Reservation: _____

Date of Reservation: _____

Beginning time: _____ Ending time: _____

Name of main contact person: _____

Daytime phone number of contact person: _____

Number of wi-fi users: _____

Deposit and Rental Fees

Checks for deposits must be separate from checks for rental fees. Deposits are due with the submission of the reservation form. The deposit check will be returned to the group if a self-addressed stamped envelope is provided or shredded within 5 working days of the event and following inspection of the facility after its use. Rental fees are due no later than the day of the reservation. Make all checks payable to **Karl Junginger Memorial Library**. Ask about AV equipment availability.

<u>Deposit</u>	<u>Group</u>	<u>Rental Fee</u>
None	City of Waterloo/Gov't Agency	None
None	Schools	None
None	MATC	Negotiated
\$50	Non-profit organization	None
\$50	Groups or businesses mtg for not-for-profit	None
\$50	Private gathering	\$20 per hour
\$50	Programs with the sole purpose of sales or profit	\$30 per hour

Keys to the Facility

1. If your group uses the facility on a date or at a time when the library is closed, you must pick up a key when the library is open before your reservation. **If the library keys for the facility were borrowed, they should be returned. If the library is closed leave the key in the outside book drop after the door has been locked and at the front desk if the library is still open. If the key is not returned the \$50 deposit will be forfeited and you will be charged for any necessary re-keying fees.**

Policy Acknowledgment

I agree to abide by the rules and regulations for facility use of the Karl Junginger Memorial Library.

Signature: _____ Date: _____

**** For a non-emergency situation please contact local police at 920-478-2343
DO NOT contact any library staff at home.**