



# FRANKLIN PUBLIC LIBRARY MEETING ROOM SCHEDULING REQUEST FORM

- ◆ Fill this form out **completely**.
- ◆ Room set-up preference for the Fadrow Room is required before reservation can be confirmed.
- ◆ Reservation requests will not be accepted more than three (3) months in advance of the requested date(s).
- ◆ **Your request is not scheduled until confirmed by the Library's Meeting Room Coordinator.**

Organization Name \_\_\_\_\_

Have you reserved rooms at the Franklin Public Library previously? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your organization a 501(c) (3) non-profit organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

Responsible Party's Name \_\_\_\_\_

Address \_\_\_\_\_ City/ST/ZIP \_\_\_\_\_

Phones (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_ Approximate Attendance: \_\_\_\_\_

Indicate Meeting Room and Time Needed (check all that apply): **[see page 2 of this form to request additional dates]**

Date of Meeting (MM/DD/YY): \_\_\_\_\_

Total Time Requested for Reservation: Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Actual Beginning Time of Your Event: \_\_\_\_\_

### Meeting Rooms:

\_\_\_\_\_ Fadrow Room A \_\_\_\_\_ Fadrow Room B \_\_\_\_\_ Fadrow A&B \_\_\_\_\_ Sievert Conference Room

**Setup Selection Required for Fadrow Rooms [see page 3 of this form for room configurations and room capacities]:**

\_\_\_\_\_ A. Classroom \_\_\_\_\_ B. Auditorium \_\_\_\_\_ C. Closed Cube \_\_\_\_\_ D. Open Cube \_\_\_\_\_ E. U-shape

**Equipment needed (Equipment available on a first come, first served basis. Charges may apply. See page 4 of this form):**

\_\_\_\_ Video Projector \_\_\_\_ Microphone(s) \_\_\_\_ Laptop Computer \_\_\_\_ Kitchen \_\_\_\_ Lectern \_\_\_\_ Dry Erase Board  
\_\_\_\_ 50" flat screen TV \_\_\_\_ Easel

**Payment method:** \_\_\_\_ Cash \_\_\_\_ Check \_\_\_\_ Credit Card (\$5 transaction fee will apply)

*I have read and agree to abide by the Meeting Room Use Policy & Procedures (currently in force), and confirm that this room will not be used for commercial purposes.*

Signature of Responsible Party or Designee: \_\_\_\_\_

Print Name: \_\_\_\_\_ Today's Date (MM/DD/YY): \_\_\_\_\_

To reserve a meeting room, contact the Meeting Room coordinator at (414) 425-8214, x6603, or [FPLmeetingrooms@mcfls.org](mailto:FPLmeetingrooms@mcfls.org).

Individuals requesting accommodation for disabilities should contact the library at (414) 425-8214, x6603 or

[FPLmeetingrooms@mcfls.org](mailto:FPLmeetingrooms@mcfls.org). Reasonable accommodations will be made as quickly as possible, often within a week.

Please use this page to request up to three (3) additional reservation dates using the ***SAME ROOM AND SETUP*** as the requested date on page 1 of this form.

**To request a different room or a different setup from the one on page 1, please fill out an additional, separate room scheduling request form (available at [franklinpubliclibrary.org](http://franklinpubliclibrary.org). Click on the “About” menu).**

Date of Meeting (MM/DD/YY): \_\_\_\_\_

Total Time Requested for Reservation: Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Actual Beginning Time of Your Event: \_\_\_\_\_

Date of Meeting (MM/DD/YY): \_\_\_\_\_

Total Time Requested for Reservation: Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Actual Beginning Time of Your Event: \_\_\_\_\_

Date of Meeting (MM/DD/YY): \_\_\_\_\_

Total Time Requested for Reservation: Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Actual Beginning Time of Your Event: \_\_\_\_\_



[www.franklinpubliclibrary.com](http://www.franklinpubliclibrary.com)

9151 West Loomis Road

Franklin, WI 53132

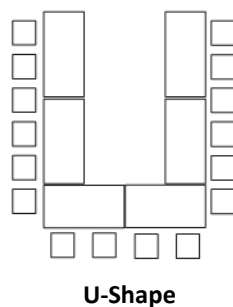
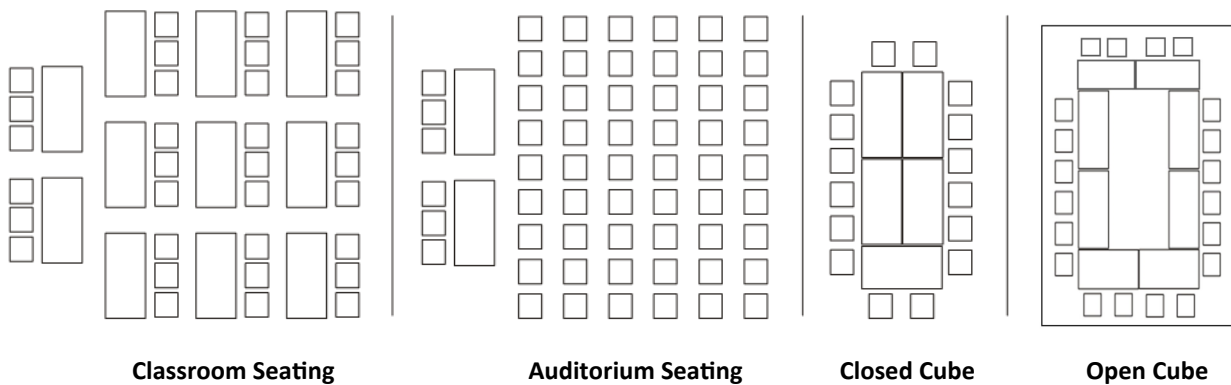
414.425.8214     

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# MEETING ROOM SETUPS

<u>Rooms</u>	<u>Available Layouts</u>	<u>Maximum # of people</u>
Fadrow A	Auditorium	70
	Classroom	36
	Closed Cube	24 or 36
	Open/U-Shaped Cube	18 or 24
Fadrow B	Auditorium	40
	Classroom	24
	Closed Cube	24 or 36
Fadrow A&B	Auditorium	175
	Classroom	90
Sievert Conference Room	Conference Table	10
	Conference Table & 6 side chairs	16

\* The Franklin Public Library has 175 chairs and 30 tables for the Fadrow Rooms



**U-Shape**

**FADROW ROOM FEES (\$5 credit card transaction fee not included)**

*For profit organization located in Franklin:*

- ◆ \$45 per room section for up to 4 hours in a day;
- ◆ \$55 per room section for more than 4 hours in a day;
- ◆ \$15 for use of kitchen;
- ◆ \$20 for use of A/V equipment (microphones/laptops/projector).

*For profit organization located outside of Franklin:*

- ◆ \$85 per room section for up to 4 hours in a day;
- ◆ \$105 per room section for more than 4 hours in a day;
- ◆ \$25 for use of kitchen;
- ◆ \$40 for use of A/V equipment (microphones/laptops/projector).

*Nonprofit 501(c)3 located in Franklin:*

- ◆ \$25 per room section for up to 4 hours in a day;
- ◆ \$35 per room section for more than 4 hours in a day;
- ◆ \$15 for use of kitchen;
- ◆ \$20 for use of A/V equipment (microphones/laptops/projector).

*Nonprofit 501(c)3 located outside of Franklin:*

- ◆ \$45 per room section for up to 4 hours in a day;
- ◆ \$55 per room section for more than 4 hours in a day;
- ◆ \$15 for use of kitchen;
- ◆ \$20 for use of A/V equipment (microphones/laptops/projector).

**SIEVERT CONFERENCE ROOM FEE (\$5 credit card transaction fee not included)**

*For profit organization located in Franklin:*

- ◆ \$25 for up to 4 hours in a day;
- ◆ \$35 for more than 4 hours in a day;
- ◆ \$10 for use of A/V equipment (projector).

*For profit organization located outside of Franklin:*

- ◆ \$35 for up to 4 hours in a day;
- ◆ \$45 for more than 4 hours in a day;
- ◆ \$15 for use of A/V equipment (projector).

*Nonprofit 501(c)3 located in Franklin:*

- ◆ \$15 for up to 4 hours in a day;
- ◆ \$20 for more than 4 hours in a day;
- ◆ \$5 for use of A/V equipment (projector).

*Nonprofit 501(c)3 located outside of Franklin:*

- ◆ \$20 for up to 4 hours in a day;
- ◆ \$25 for more than 4 hours in a day;
- ◆ \$10 for use of A/V equipment (projector).