

## OAK CREEK CIVIC CENTER MEETING ROOMS APPLICATION

Please fill out the following form completely. Civic Center meeting rooms cannot be reserved until the library receives a complete Meeting Room Application.

I have filed an "Application for Use" for a Civic Center Meeting Room within the last 12 months.  Yes  No

Meeting / Program Title: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Class Designation:  A  B  C  D  
(See Page 3 for class definitions and fee schedule) (Non-profit users must submit a copy of their IRS determination letter with application)

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Position in Organization: \_\_\_\_\_

**Class Designations**

(for a complete definition, see the Civic Center Meeting Room Policy)

**Class A** – Oak Creek Resident Non-Profit and Charitable Organizations

**Class B** – Oak Creek Resident for Profit Activities

**Class C** – Non-Oak Creek Resident Organization

**Class D** – Social Activities  
(available in the Multi-Purpose and Storytime Rooms only)

Meeting rooms may be reserved up to 3 months in advance. Applications must be received at least two (2) weeks prior to the date of the event.

Preferred Meeting Room Requested: IE: Tower Room, Multi-Purpose Room <small>*Staff reserves the right to assign meeting rooms based on group sizes and needs*</small>	Date(s)	Day of Week	Rental Time (From – To) <small>Please include AM or PM</small>	Additional Requests (check all that apply)			
				Set-Up	Clean-Up	Technology	Refundable Deposit
1 <sup>st</sup> choice			TO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <sup>nd</sup> choice			TO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 <sup>rd</sup> choice			TO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 <sup>st</sup> choice			TO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <sup>nd</sup> choice			TO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 <sup>rd</sup> choice			TO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 <sup>st</sup> choice			TO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <sup>nd</sup> choice			TO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 <sup>rd</sup> choice			TO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## OAK CREEK CIVIC CENTER MEETING ROOMS APPLICATION

**INDEMNITY, RESIDENCY, RULES & REGULATIONS:**

ROOM RESERVATION IS SUBJECT TO ALL LOCAL MUNICIPAL ORDINANCES IN ADDITION TO ALL RULES & REGULATIONS GOVERNING THE USE OF CITY FACILITIES AND CAN BE TERMINATED IMMEDIATELY AT THE DISCRETION OF LOCAL LAW ENFORCEMENT AUTHORITIES &/OR THE OAK CREEK PUBLIC LIBRARY, IF THE TERMS OF THE APPLICATION ARE MISREPRESENTED, VIOLATED OR WHEN PUBLIC SAFETY IS THREATENED. CANCELLATION OF THE PERMIT FOR CAUSE WILL RESULT IN FORFEITURE OF ALL FEES. RENTER(S) AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS, THE CITY, ITS OFFICERS AND EMPLOYEES, FROM AND AGAINST ALL LOSS OR EXPENSE INCLUDING COSTS AND REASONABLE ATTORNEY'S FEES AND/OR LIABILITY FOR DAMAGES FOR PERSONAL INJURY AND PROPERTY DAMAGE TO THE EXTENT CAUSED BY ANY NEGLIGENT OR WILLFUL ACT OR OMISSION OF RENTER(S). I FURTHER AGREE TO EXERCISE DUE CARE IN THE PRESERVATION OF THE PREMISES. I FURTHER AGREE TO PAY FOR ALL DAMAGES TO CIVIC CENTER PROPERTY BEYOND WHAT THE DEPARTMENT DETERMINES TO BE NORMAL WEAR AND TEAR. PROOF OF OAK CREEK RESIDENCY REQUIRED AT TIME OF RENTAL (CURRENT DRIVER'S LICENSE, UTILITY BILL, ETC.). NO RENTAL DATE WILL BE HELD OR PROCESSED UNTIL THE ABOVE INFORMATION AND PAYMENT IS RECEIVED.

I further agree that I will ensure compliance with all rules, regulations and/or ordinances and policies applicable to the use of the Civic Center Meeting Spaces. I have read, understand and agree to abide by the Oak Creek Civic Center's Meeting Room Policy and all guidelines and regulations listed in this application. For a complete copy of the Civic Center Meeting Room Policy, visit the library's website at [www.oakcreeklibrary.org](http://www.oakcreeklibrary.org).

Signature: \_\_\_\_\_  
Representative of applying organization

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Library Director or Designee

Date: \_\_\_\_\_

**Applications may be emailed to [reservations@oakcreekwi.org](mailto:reservations@oakcreekwi.org) or returned to the 2<sup>nd</sup> floor service desk at the Library.** The Civic Center encourages users to pay for room fees using a valid credit card.

**CREDIT CARD:**  MasterCard  VISA  American Express  Discover

Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

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

Print Cardholder's Name: \_\_\_\_\_

Cardholder Address (if different from page 1): \_\_\_\_\_

Cash **CASH:** Amount Received \$ \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Check **CHECKS PAYABLE TO:** Oak Creek Public Library Check # \_\_\_\_\_

Receipt(s) # \_\_\_\_\_

Emailed Receipt(s) Initials: \_\_\_\_\_ Date: \_\_\_\_\_

*Updated March 2016*

## OAK CREEK CIVIC CENTER FEE SCHEDULE

Civic Center Meeting Room	Class	Standard Fee	Minimum Set-Up Fee (if applicable)	Minimum Clean-Up Fee (if applicable)	Refundable Deposit	Technology (if applicable)
Council Chambers	A	\$50 for 1 <sup>st</sup> 2 hours + \$20/additional hour	\$25.00	\$25.00	\$100.00	\$25 per user / per training class
	B	\$75 for 1 <sup>st</sup> 2 hours + \$20/additional hour	\$40.00	\$40.00	\$100.00	
	C	\$100 for 1 <sup>st</sup> 2 hours + \$30/additional hour	\$50.00	\$50.00	\$100.00	
	D	Not Applicable				
Multi-Purpose Room	A	\$50 for 1 <sup>st</sup> 2 hours + \$20/additional hour	\$25.00	\$25.00	-	\$25 per user / per training class
	B	\$75 for 1 <sup>st</sup> 2 hours + \$20/additional hour	\$35.00	\$35.00	-	
	C	\$100 for 1 <sup>st</sup> 2 hours + \$30/additional hour	\$50.00	\$50.00	\$100.00	
	D	\$100 for 1 <sup>st</sup> 2 hours + \$30/additional hour	\$50.00	\$50.00	\$100.00	
Kitchen* <i>*fees are in addition to multi-purpose room rental</i>	A	No Charge	\$25.00	\$25.00	-	\$25 per user / per training class
	B	\$35.00 per use	\$35.00	\$35.00	-	
	C	\$50.00 per use	\$50.00	\$50.00	-	
	D	\$50.00 per use	\$50.00	\$50.00	-	
Tower Room or Technology Training Center	A	\$15/hour for up to 4 hours	\$25.00	\$25.00	-	\$25 per user / per training class
	B	\$50 for 1st 2 hours +\$15/additional hour	\$40.00	\$40.00	-	
	C	\$75 for 1st 2 hours +\$20/additional hour	\$50.00	\$50.00	-	
	D	Not Applicable				
Storytime Room <i>*only available for youth groups</i>	A	Free for 1st 2 hours + \$10/additional hour	\$25.00	\$25.00	-	\$25 per user / per training class
	B	\$50 for 1st 2 hours +\$15/additional hour	\$40.00	\$40.00	-	
	C	\$75 for 1st 2 hours +\$20/additional hour	\$50.00	\$50.00	\$100.00	
	D	\$75 for 1st 2 hours +\$20/additional hour	\$50.00	\$50.00	\$100.00	
Lake Vista, Heritage, Delphi or Business Center	A	\$10/hour for up to 4 hours	-	\$25.00	-	\$25 per user / per training class
	B	\$40 for 1st 2 hours +\$15/additional hour	-	\$35.00	-	
	C	\$50 for 1st 2 hours +\$20/additional hour	-	\$50.00	-	
	D	Not Applicable				