

Edward U. Demmer Memorial Library Meeting Room Application

Name of Group:

Date(s) of Meeting:

If recurring meeting, describe schedule:

Time of Meeting: Number of Participants:

Nature of Meeting or Activity:

For-profit business? Y / N If yes, \$40 is due to library before meeting time

Person in charge who will be in attendance at the meeting:

Name:

Email address:

Phone:

Special Requests or Comments:

Indemnification Agreement

The applicant agrees to indemnify and save the Edward U. Demmer Memorial Library harmless, from any and all claims made by, or on behalf of, any persons or groups pursuant to the within application or resulting out of any accident or injury which occurs on library property during, or arising out of the applicant's use of the library property pursuant to this application. The applicant further agrees to indemnify the Edward U. Demmer Memorial Library for any attorney fees or other expenses incurred by the Library in defending any claims arising out of or during the course of the applicant's use of library property pursuant to this application.

Signature _____ Date_____

Edward U. Demmer Memorial Library

Meeting Rooms and Facilities



The mission of the Demmer Library is to *connect people to the transformative power of knowledge through opportunities to explore, learn, create, and share.*

As space to meet is an essential element in helping people connect, the library board of trustees welcomes and encourages use of the library's meeting space by individuals and community groups when they are not needed for library functions.

Welcome to the Demmer Library meeting rooms!

Library meeting rooms are available for community groups and individuals to use when they aren't needed for library programs. Our rooms:

Lower level: (available for afterhours use by arrangement with library director)

Maple Room: The largest room, max capacity 50. Appropriate for classroom-style lectures or larger trainings. Moveable tables and chairs. Countertop for limited catering.

Tamarack Room: Medium-sized conference room with setup for 12-15 people and conference technology, whiteboard, etc.

Spruce Room: Smallest room with seating for 6. Intended for small workgroup meetings.

*Lower level rooms are available for afterhours use by special arrangement with the library director.

Upper level: only available during regular library hours

Study rooms 1 & 2: Seats up to 3. For single or one-on-one work, phone conference calls, test proctoring, etc.

Libratory: Our most unique space. The Libratory is the library's makerspace and intended for hands-on and creative learning. Our "always open" drop-in policy during open hours means groups may use it, but the general public is welcome to enter the room at any time. We encourage groups to be open to sharing their making skills with visitors. Maximum capacity: 15 with moveable tables and chairs, whiteboard, sink, countertop.

Edward U. Demmer Memorial Library

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Three Lakes, WI 54562

Phone: 715-546-3391 Fax: 715-546-3914

e-mail: demmer@demmerlibrary.org

Room use rules and guidelines:

- Help us help you. **Always register your group or sign in at the front desk to use the room.** We'd rather not kick you out or move you if you're in it and the room is reserved for somebody else.
- **For-profits welcome!** If the room is not reserved for a library event or community group, small businesses are welcome to hold an event at a flat rate of \$40/meeting.

To reserve, call or email with: contact name and phone number/email, group name, date and time of meeting, approximate size of group.

- **Libratory is considered a public space.** All activities taking place in the Libratory must be open to the public.
- **Promote yourself!** The library can't promote your program or take registrations for you.
- **Keep the space neat and clean.** We're proud of our new building and you're a part owner. You're responsible for setting up and taking down tables and chairs as needed and for cleaning up after your program. Leave no trace, and we'll be happy to have you back.
- **Hallway and most room lights are automatic and on sensors.** They'll turn on when you move and off when you leave.
- **A detailed meeting room policy is available upon request.** Or you can find it at <http://www.demmerlibrary.org/library-administration/library-public-policies/>

Library Hours:

Monday 9 -8

Tuesday 9-5

Wednesday 9-8

Thursday 9-5

Friday 9-5

Saturday 9-2

Sunday Closed