



Red Wing Public Library Meeting Room Application

225 East Ave, Red Wing MN 55066
(651) 385-3673 Fax: (651) 385-3644

Library Hours: Mon-Wed 10am - 8pm
Thurs-Fri 10am- 6pm
Sat 9am- 3pm

MEETING DATE: _____

LOCATION:
FOOT ROOM
COMMUNITY ROOM

START TIME: _____

END TIME: _____

IF NEEDED:
SET UP TIME: _____

TAKE DOWN TIME: _____

Organization or Group Name (Non-profit only)

For publicity briefly list a title or purpose of the meeting:

_____ Public Welcome? Yes No

Contact Name _____ Phone (H) _____ W) _____

Address _____

Number of tables needed _____ Number of chairs needed _____

Community Room (Seating for 50 – Fire code capacity 75)

Foot Room (Seating for 120 – Fire code capacity 370)

Room Rental: All non-profit groups: \$10 for less than 4 hr \$20 for 4-8 hours.
(Includes set up and take down time)

ROOM TOTAL _____

Equipment Rental: Please circle the items needed.

VCR / DVD with 19" TV	\$5
VCR / DVD with movie screen & closed caption decoder	\$5
Overhead projector	\$5
Laptop computer	\$50
Computer projector	\$75
Portable Stage	\$10

EQUIPMENT TOTAL _____

TOTAL _____

Other equipment available at no charge (please circle items needed)

- Portable dry erase board
- Flipchart/easel
- Pull down screens available in both rooms
- Assistive listening devices (please arrange in advance)
- Podium
- Microphone system
- Wireless internet access

Meeting room users are responsible for the operation of all the equipment since library staff will not be available to assist you at meeting time. If you need instructions you must make arrangements for training at least 3 days in advance of your meeting. Call 385-3673 to ask for staff assistance

Standard room set-up is described on next page. Meeting room users must arrange the room themselves and are responsible for restoring the standard set-up or may be charged.

Signing this form means that you have read and will comply with the Red Wing Public Library Guidelines for Use of Meeting Rooms attached hereto and incorporated herein

Return this form at least one week before your event to confirm your reservation:
Red Wing Public Library, 225 East Ave, Red Wing MN 55066

Signature of contact person _____ Date signed _____