Library Hours:
Monday-Tuesday 9:00 a.m. – 8:00 p.m.
Wednesday-Thursday 9:00 a.m. – 6:00 p.m.
Friday 9:00 a.m. – 5:30 p.m.
Saturday 9:00 a.m. – 4:00 p.m.
Sunday 12:00 p.m. – 4:00 p.m. (Sept-May)

WAUKEE PUBLIC LIBRARY

Waukee Public Library
950 S. Warrior Lane
Waukee, IA 50263
P: (515) 978-7944
AskMe@waukee.org

Waukee Public Library Meeting Room Agreement

Complete and return agreement to the Waukee Public Library in person or by email prior to meeting.

Is your group a tax-exempt non-profit organization or recognized civic group? YES NO
Name of Organization:
Purpose of Meeting:
Number of Attendees:
Date of Meeting:
Time of Meeting: From: To:
Contact Person:
Position in Organization:
Address:
Phone:
Email:

Room Requested:

		Maximum Occupants	Amenities
☐	Manders Meeting Room	16 seated at 6 tables	6 tables, 16 chairs, TV video conf
☐	Coal Mine Meeting Room	36 seated at 8 tables	8 tables, 36 chairs, TV video conf

Please initial:

☐ I hereby acknowledge that I have read and agree to follow the Waukee Public Library Meeting Room Policy.

☐ I agree to be responsible for all costs and damages that occur to the room, its contents, and furniture/equipment beyond normal vacuuming and trash removal.

☐ I hereby acknowledge I am responsible for returning the room to the original configuration and exiting the room 15 minutes prior to library closing time.

Misrepresentation of the above data or failure to abide by the Library's policies will be cause for denial of further use of the meeting room.

Contact Signature: _____ Date: _____

Library Use Only: Approved by: _____ Date: _____
Special Notes/Instructions: _____