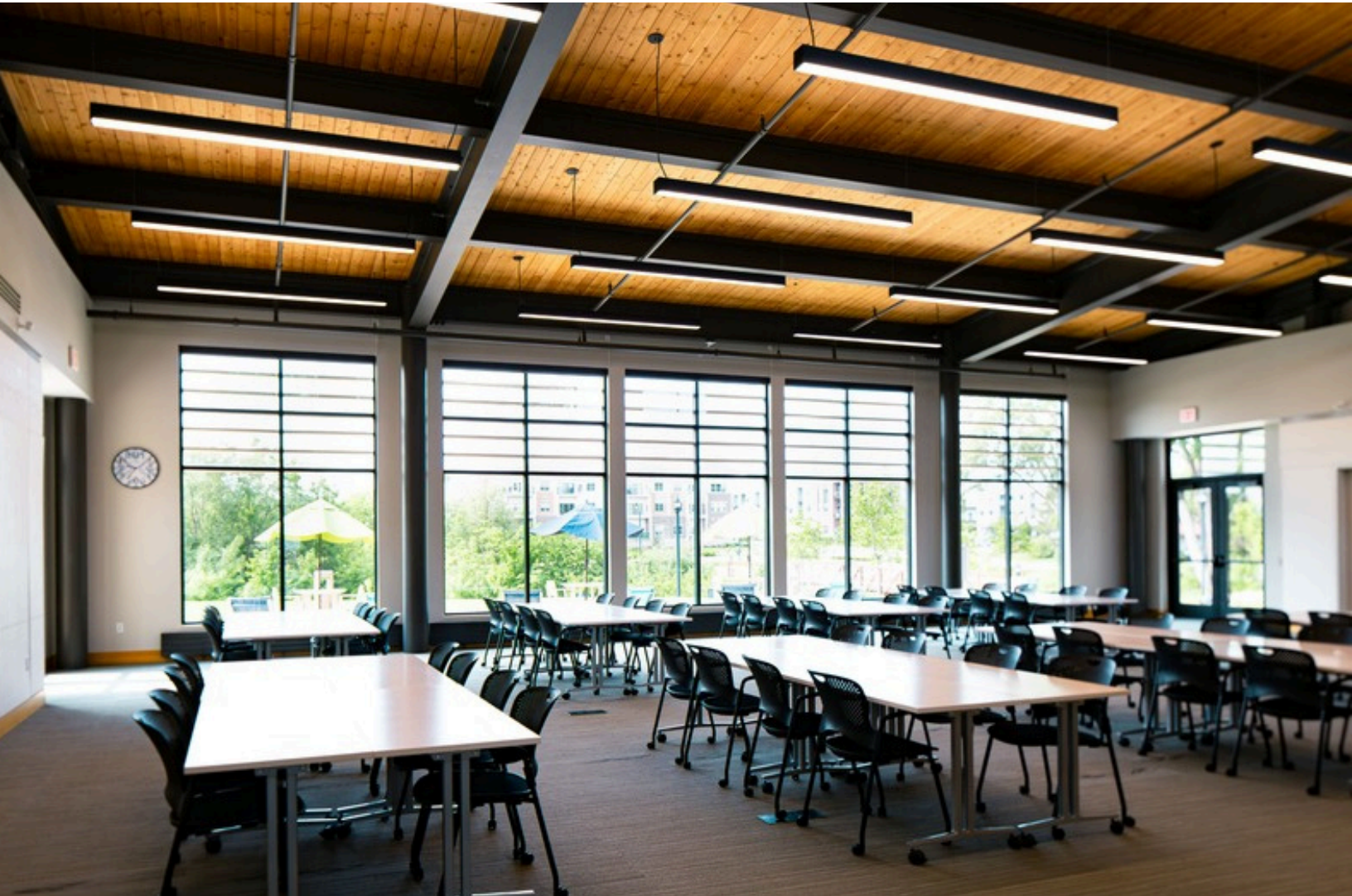




Waumakee
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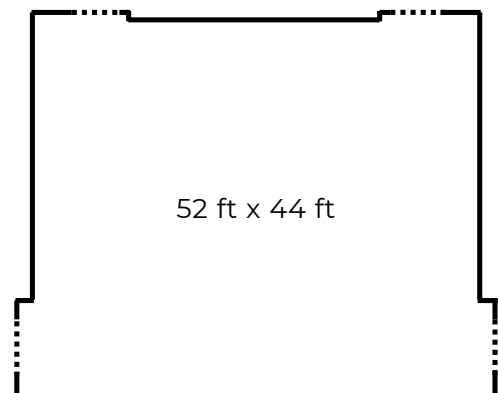
Community Hall Rental Guide

About the Space



Waunakee Public Library's Community Hall is a 2,300 square foot event space that provides a bright, flexible room with large windows overlooking the library grounds. A warming kitchen is attached to the Hall and side doors lead directly to the patio for outdoor access.

Whether you're looking to host a corporate meeting, class reunion, or family gathering, we offer several seating configurations and many A/V features to suit your event.



Room Set Up

The maximum room capacity of Community Hall is 100 guests (standing). Library staff will set up the tables and chairs before your reservation according to the room set up selection you choose. We can comfortably seat up to 80 guests for a sit down meal at tables, with up to 20 extra chairs on the side.

Choose from a variety of room set up configurations to fit your event needs. Our white tables are 5 feet by 2 feet and have wheels to make them easy to move. They also lock in place. Tables can be left individually, pushed together to form long banquet style seating, or groupings we call pods. Our chairs are black with wheels.

Small Pod 5'x4'
Up to 64 guests (1-16 pods)
4 chairs per pod



Tip: We recommend using a table cloth roll that can be cut to size to cover any table layout.

Large Pod 5'x6'
Up to 80 guests (1-10 pods)
8 chairs per pod



Banquet 8 10'x4'
8-64 guests (1-8 long tables)
4 chairs per side



Banquet 12 15'x4'
12-48 guests (1-4 long tables)
6 chairs per side



Banquet 16 20'x4'
16-64 guests (1-4 long tables)
8 chairs per side



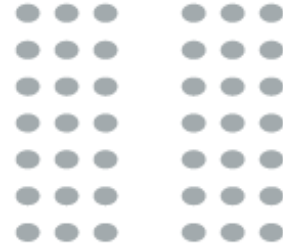
Banquet 20 25'x4'
20-60 guests (1-3 long tables)
10 chairs per side





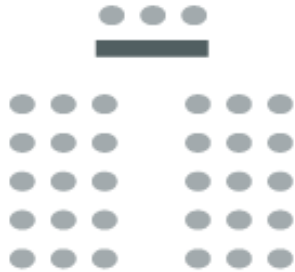
Auditorium

Up to 100 guests
 Rows of chairs with or without an aisle down the middle.



Panel

Up to 100 guests
 Add a table or multiple tables up front.



U Shape

Up to 32 guests



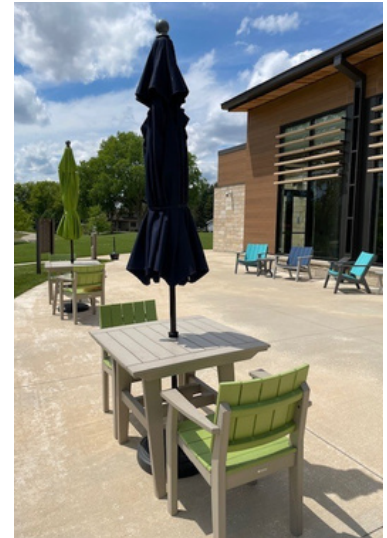
Classroom

Up to 70 guests (1-35 tables)
 1 or 2 chairs per table



Amenities

- Full Audiovisual System: projector and screen, 5 wireless microphones with stands, Aux/HDMI connection and adapters
- Podium
- Portable White Board, Adjustable Easels
- Coat Rack (50 coat hangers)
- Hearing Loop enabled with 2 receivers
- First floor accessible, additional parking
- Caregivers Room located in the Children's Section for breastfeeding/chestfeeding and/or pumping during open hours.
- Additional rooms for breakout sessions may be available during library open hours with prior notice.



Access to the Patio (weather permitting)

The Library cannot guarantee exclusive use of any outdoor venue as a public outdoor space.



Warming Kitchen

- Coffee maker & filters
- Ice machine
- Refrigerator & freezer
- Microwave
- Sink & counter space

Food & Beverages

- Food can be prepared off-site and served at no additional charge to the renter.
- Renters wishing to make use of the warming kitchen may do so at no additional charge.
- Cash bar/alcohol sales are not allowed in our facility.
- Renters are allowed to bring and serve alcohol to their guests as long as it is a private event, the amenity is provided free of charge to the guests, it is an invitation only event and the renter accepts complete responsibility for the service of alcohol as well as any issues that may arise from it. There is an additional fee charged for renters serving alcohol at their event.

Pricing Guide

M-F Library Open Hours	Friday After Hours (6pm-10pm)	Saturday (9am-10pm)	Sunday (10am-4pm)
\$50 per hour <i>\$25 per hour if no furniture is used</i>	\$75 per hour	\$75 per hour	\$50 per hour
2 hour minimum	2 hour minimum	4 hour minimum	4 hour minimum

M-F 8am Start time - \$75

Pricing effective January 1st, 2026

Rental hours include any set up and take down time by renter.

Tables and chairs will be set up in advance by library staff. The hourly rate is not prorated for time intervals less than one hour. Fees are waived for all library-related events and events by local, state, or national governmental bodies.

Alcohol Service Fee - \$100

See Food and Beverage section for guidelines on serving alcohol.

Payment

Full payment is due 4 weeks prior to the event. We accept cash/check or credit/debit cards. Checks should be made payable to Waunakee Public Library.



Event Guidelines

The Waunakee Public Library Meeting rooms are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use, and use of the library's rooms does not constitute the Waunakee Public Library's endorsement or advocacy of a meeting's content or an individual/group.

The library does not allow events in which

- funds are raised
- admission is charged
- donations are solicited
- tickets or products are sold prior to or during the activity

Room Guidelines

We require 4 weeks notice for all events.

When booking an event, all events must conclude by 9pm. Room must be returned to previous condition by 10:00pm.

The Library does not provide decorations or tablecloths. There are limitations to items that may be used in Community Hall. If you wish to hang decorations on the walls, only painter's tape is permissible. Nothing may be hung on the glass windows in the back of the room or the wood wall/screen in the front of the room, even with painter's tape. Nothing may be hung from the ceiling. Use of prohibited items may result in charges to the renter.

Prohibited Items:

- Lit candles or open flames
- Catering cans or Sternos or open flames of any kind
- Helium-filled Balloons
- Duct tape, scotch tape, packing tape or any other adhesive besides painter's tape
- Super Glue or Hot Glue
- Glitter
- Confetti
- Paint
- Piñatas (allowed outside only)
- Silly String
- Slime
- Play-doh

For a full list of guidelines and limitations,
View the Community Hall Usage Policy located at:
<https://www.waunakeepubliclibrary.org/room-rental-policies>



Thanks to Francesca Colver Photography for photos

Contact Us

Apply to reserve the room using our online reservation system linked on our website.

For any questions regarding a meeting space at the library, contact us at:

(608) 849-4226
events@waupl.org



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