



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.

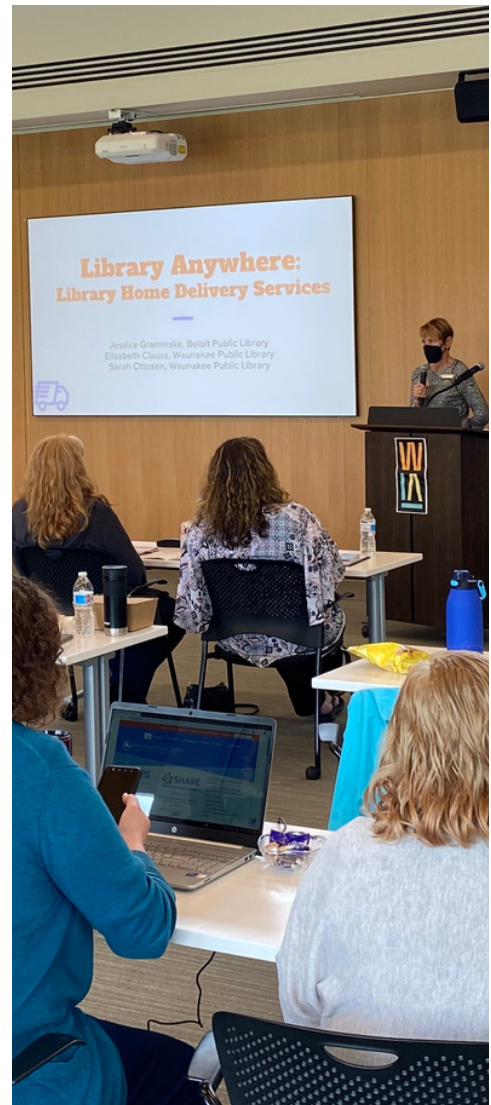
Capacity: 72 Classroom | 96 Banquet | 100 Auditorium



Amenities

- Full audiovisual system: projector, 5 wireless microphones with stands, Aux/HDMI connection and adapters, Blu-ray/DVD player, webcam
- Lectern
- 35 5'x2' Tables, 100 Chairs
- Hearing Loop enabled
- Access to the Patio (weather permitting)
 - *The Library cannot guarantee exclusive use of any outdoor venue as a public outdoor space.*
- Warming Kitchen includes: coffee maker, ice machine, microwave, refrigerator and freezer, sink, counter space
- 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.



Food and 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 any issues that may arise from it. There is an additional fee charged for renters serving alcohol at their event.

Pricing Guide

	Monday - 6pm Friday	6pm Friday - Sunday
Base Price	\$50 (4 Hours included)	\$250 (6 Hours included)
Hours Beyond Included Time	\$50/hour	\$100/hour

One-Time Fees:

After Hours Fee \$100

Any event with rental hours
outside of library open hours
will incur an extra fee

Alcohol Service Fee \$100

See Food and Beverage
section for guidelines on
serving alcohol

Rental hours **include** any set up and take down time by renter. Tables and chairs will be set up in advance by library staff.

Fees are waived for all library-related events and events by local, state, or national governmental bodies.

Payment

Full payment is due 14 days prior to the event. Checks should be made payable to Waunakee Public Library.



Pricing effective August 1st, 2023

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
- there is canvassing or collecting signatures for a political campaign

Room Guidelines

We require 2 weeks notice for events within library hours and 4 weeks for any after-hours events.

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

Prohibited Decorations:

- Open flames or lit candles
- Items hung from the ceiling
- Confetti or glitter of any type
- Helium balloons
- When hanging or taping items to the wall or floor, only painters tape is permitted
- No decorations may be affixed to the front wooden wall or projector screen or to the back windows.



For a full list of guidelines and limitations, view the Community Hall Usage Policy located at:

<https://www.waunakeepubliclibrary.org/library-policies>



Contact Us

To check room availability, or for any other questions regarding a meeting space at the library, contact Courtney Cosgriff, Adult Services and Outreach Manager at:

(608) 850-2533
ccosgriff@waupl.org



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