



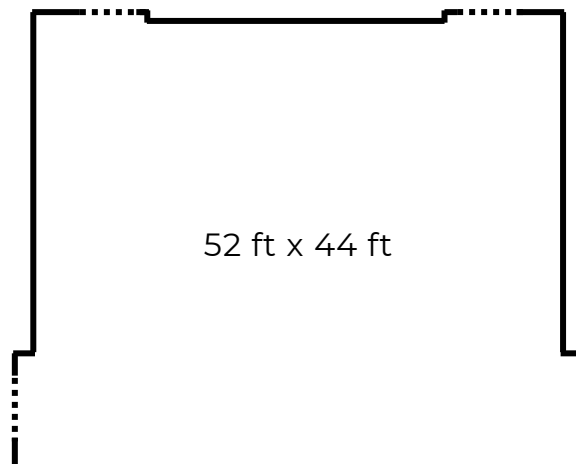
Community Hall Rental Guide



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

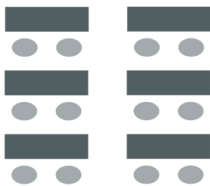


Banquet 20 25'x4'
20-60 guests (1-3 long tables)
10 chairs per side





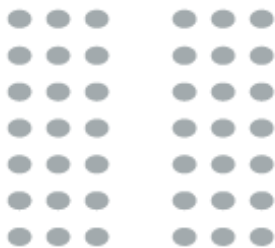
Classroom (pictured above)
 Up to 70 guests (1-35 tables)
 1 or 2 chairs per table



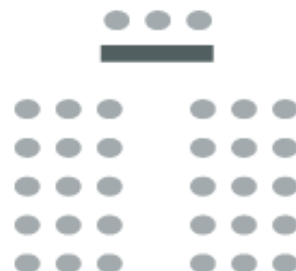
U Shape
 Up to 32 guests



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



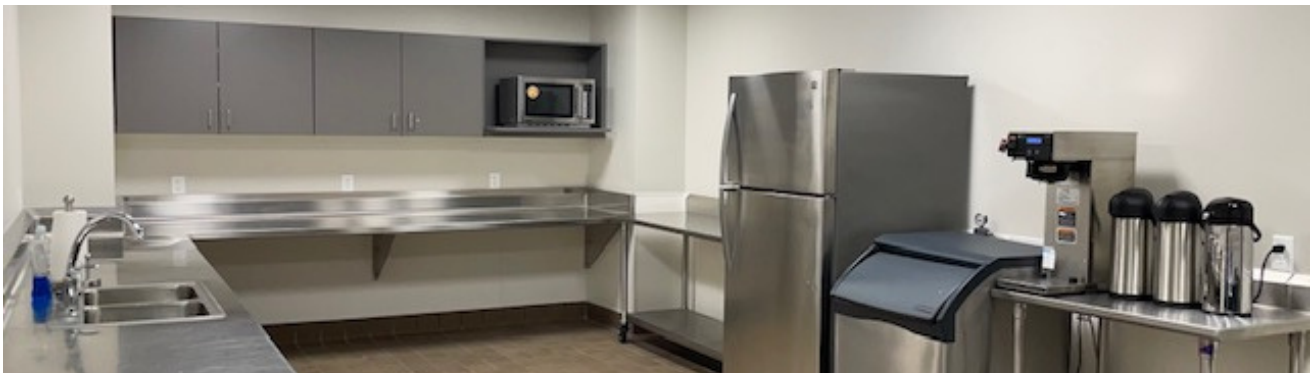
Panel
 Up to 100 guests
 Add a table or multiple tables
 up front.



Amenities

- Full audiovisual system: projector, 5 wireless microphones with stands, Aux/HDMI connection and adapters
- Lectern
- Coat rack with 50 coat hangers
- Hearing Loop enabled with 2 receivers
- 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 and filters, 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 & 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

Room	M-F Library Open Hours	Sat/Sun Library Open Hours	Before/After Hours
Community Hall	\$25 per hour	\$50 per hour	\$75 per hour

Alcohol Service Fee - \$100

See Food and Beverage section for guidelines on serving alcohol.

Rental hours **include** any set up and take downtime 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.

Payment

Full payment is due 4 weeks prior to the event. Checks should be made payable to Waunakee Public Library.



Pricing effective January 1st, 2025

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 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.

Prohibited Decorations:

- Open flames or lit candles (including Sterno cans)
- Items hung from the ceiling
- Confetti or glitter of any type
- Paint (inside or outside)
- 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

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



Waunakee Public Library
201 N Madison St
Waunakee WI 53597
(608) 849-4217
www.waunakeepubliclibrary.org