



# Meeting ROOM APPLICATION—INTERNAL

Oshkosh Public Library

## Contact Information

Organization Name:

Contact Person:

Address:

City:

State:

Zip Code:

E-mail:

Day Phone:

Evening Phone:

## Meeting / Equipment Information

Date of Meeting

Purpose of Meeting

Wording to Appear on Signage

Beginning Time

Actual Meeting Begin Time

Meeting End Time

Number of Hours

Estimated Attendance

Equipment Needed (circle all that apply)

Podium

TV and VCR

Grand Piano

Slide Projector

Laser Projector

Overhead Projector

## Room Selection

Please indicate any special instructions here:

Room A

Room B

Rooms A & B

Conference Room

Training Room

**NOTE: Select setup on reverse side**

Signature:

Date:

Remit to the Administrative Office. If you do not receive a confirmation form within one week of submitting your application, please contact the Administrative Office at 5210.

# OSHKOSH PUBLIC LIBRARY

106 Washington Avenue  
Oshkosh, WI 54901

## Meeting Room A Maximum

- \*Auditorium Seating 25 people
- Closed Cube Seating 14 people
- Luncheon Seating 16 people

## Meeting Room B Maximum

- Auditorium Seating 32 people
- Circle Seating 16-20 people
- \*Classroom Seating 18 people
- Closed Cube Seating 14 people
- Luncheon Seating 25 people (tight)
- Open Cube Seating 14 people

## Meeting Room A & B Maximum

- Auditorium Seating 90 people (no isle)
- Circle Seating 24-28 people
- Classroom Seating 22-30 people
- Luncheon Seating 64 people

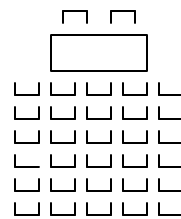
## Conference Room (Room C) Maximum

- \*Circle Seating 12-15 people

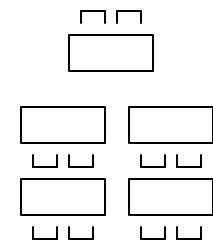
*Note: Conference Room setup can not be changed.*

**NOTE: \* Designates standard room layout**

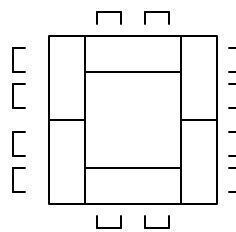
## Optional Configurations Listed Below



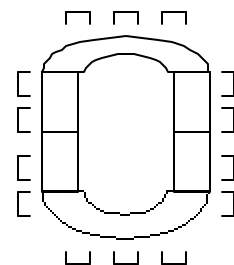
Auditorium



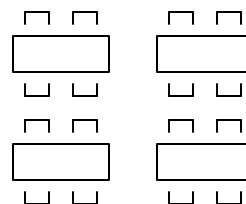
Classroom



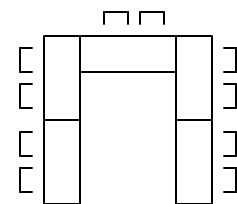
Closed Cube



Circle



Luncheon



Open Cube