



11333 N. Cedarburg Rd  
Mequon, WI 53092-1930  
Phone: 262/236-2911  
Fax: 262/242-9655

www.ci.mequon.wi.us

Office of the City Clerk

## Meeting Room Reservation Request

Event Title: \_\_\_\_\_  
*(Title as it is to appear on the public access city meeting/reservation calendar)*

Date(s) of event: \_\_\_\_\_

Time room is to be ready/unlocked (Monday through Friday during office hours only): \_\_\_\_\_ AM / PM

Key is to be picked up and dropped back off at Mequon Safety Bldg., 11300 N. Buntrock Ave., up to 2 hours prior to the scheduled event and returned within 2 hours of the event conclusion (Daily after 4:30 and Sat/Sun only).

Event start time: \_\_\_\_\_ AM / PM      Event end time: \_\_\_\_\_ AM / PM

Department: \_\_\_\_\_

Primary contact: \_\_\_\_\_

Secondary contact: \_\_\_\_\_

Estimate attendance: \_\_\_\_\_

Room to be reserved *(check one)*:

- |  |   |
|--|---|
| <input type="checkbox"/> North Conference Room       | <input type="checkbox"/> South Conference Room    |
| <input type="checkbox"/> Lower Level Conference Room | <input type="checkbox"/> Christine Nuernberg Hall |

Special room configuration or equipment needs *(will table microphones be needed)*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

OFFICE USE ONLY - Bldg. Maintenance \_\_\_\_\_, Website \_\_\_\_\_, Internal Calendar \_\_\_\_\_, PD (after 4:30 & weekend) \_\_\_\_\_