

## Check-Out Sheet

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I, \_\_\_\_\_ (Full Name), as the designated Contact Person who signed the Marathon County Public Library (MCPL) Meeting Room Application, hereby confirm the following information:

- Our group, \_\_\_\_\_ (Group/Event Name), on \_\_\_\_\_ (Date) at \_\_\_\_\_ (time), met at the following location:
  - ☐ Wausau Community Room
  - ☐ Wausau Second Floor Conference Room
  - ☐ Mosinee Branch Meeting Room
  - ☐ Stratford Branch Meeting Room
- The number of people who attended our meeting was approximately \_\_\_\_\_.
- Our group has returned the room to its original configuration, as follows:
  - Wausau Community Room – Chairs placed neatly around the tables. The rest of the chairs and tables stacked neatly in the storage closet.
  - Wausau Second Floor Conference Room – Chairs placed neatly around the separated tables. Ask Library staff after your meeting if you have questions.
  - Mosinee Branch Meeting Room / Stratford Branch Meeting Room – (Ask Library staff after your meeting.)
- Our group has cleaned any messes created during our meeting.
- Our group has removed any equipment, supplies, food, or signage brought to the meeting.
- Our group has returned any equipment borrowed from the Library for our meeting, including the following:  
\_\_\_\_\_.
- The room and equipment were in acceptable condition, with the exception of the following (if anything):  
\_\_\_\_\_.  
(Please note any damage, messes, or other problems that pre-existed your arrival.)

Additional Comments:

I understand that if any of the above statements are inaccurate, this may affect the success of future Meeting Room Applications made by me or my group.

I also understand (per the “Meeting Room Application” I have previously signed) that I am personally liable for any damages to the meeting room or equipment, the cost of cleaning, or missing supplies / equipment.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)