

# NEWS

## For Immediate Release

### Contact:

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Hales Corners Library

5885 S. 116<sup>th</sup> Street

Hales Corners, WI 53130

Web site: [www.HalesCornersLibrary.org](http://www.HalesCornersLibrary.org)

## Community Meeting Rooms @ the Hales Corners Library

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The meeting rooms at the Hales Corners Library offer community groups and businesses a convenient location, with free parking, and a common space for various functions.

All meetings are posted in the entrance and open to the public.

Through an easy application process and either a refundable security deposit or small rental fee, your group has access to a room and its amenities.

### Room Types

Two meeting rooms are available to community groups and businesses:

#### Board Room

- Accommodates up to 25 persons and has no available kitchen
- Located on the library level within the library proper

#### W. Ben Hunt Room

- Accommodates up to 150 persons and includes a kitchen
- Light refreshments may be served
- Catering services or cooking with approval
- Located on lower level

### Room Amenities

Both rooms include:

- Free, fast wireless internet
- Tables and chairs
- White board and markers

### W. Ben Hunt Room:

The W. Ben Hunt Room is more spacious, allowing for larger groups, and is also equipped with an audiovisual system, kitchen and other amenities including:

- Microphone
- Large screen
- Projector (can accommodate most laptops)
- DVD and music CD players
- Refrigerator
- Dishwasher
- Four-burner stove top
- Ovens (two)
- Tables (two)
- Dishes and silverware
- Coffee pots (10-30-100 cup)

### **Room Fees**

Not-for-profit activities: security fee \$25 (refundable)

For-profit activities: rental fee depending on hours used and where business or group is located

### **Room Groups**

We welcome community groups and businesses. Here is a sampling of the types of groups using our rooms.

- Scout troops
- Crafting Clubs
- Book Discussion Clubs
- Civic organizations
- Nature groups
- Businesses for off-site interviews or meetings
- Dance and exercise groups
- Church and bible-study groups

Adult-supervised youth are welcome.

### **Application forms**

Application forms, list of equipment and furniture, fees, and process for requesting use of the community meeting rooms can be found on the library's website

[www:HalesCornersLibrary.org](http://www.HalesCornersLibrary.org).

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