

Waukesha County Courthouse Meeting Room Reservation for 4-H

Department: UW-Extension/4-H

Contact Person: Molly Ellis

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Date: _____

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Meeting rooms are available for use by non-profit organizations working with UW-Extension 4-H programming only during the hours that the county buildings are open. There is no access prior to the requested time and the room must be vacated fifteen minutes before the county buildings close (8:45 pm). Please allow time for setup and cleanup in addition to the program time. Night meetings can only be scheduled by the Waukesha County HR Dept. on Tuesday and the second Wednesday of the month from 5:00 pm to 9:00 pm.

Meeting Date: _____

Meeting Requester: _____ Phone # _____

Title of Meeting: _____

Meeting Start Time: _____ Meeting End Time: _____

Set up Start Time: _____ End Time: _____ (by 9:00 pm)

(Courthouse Main Doors Will Be Locked at 9:00 pm)

Waukesha County Employees Only:

Public:

Both:

Number of People Attending Meeting: _____

Number of Tables: _____ Number of Chairs: _____

Please Cancel Room

Date: _____ Requested By: _____

UW Extension Office Use Only

Confirmation: Yes No

Room Number: _____