



**WILD ROSE FISH HATCHERY EDUCATION CENTER**

Wisconsin Department of Natural Resources

N5871 State Road 22, Wild Rose WI 54984

(920) 622-3527, Ext. 209

# 2024 CONFERENCE ROOM RESERVATION REQUEST

DATE REQUEST SENT: \_\_\_\_\_

To reserve the Visitor Center conference room for up to 20 people, please call (920) 622-3527, Ext. 209 or email Joan Voigt, DNR Hatchery Naturalist, at [joan.voigt@wisconsin.gov](mailto:joan.voigt@wisconsin.gov) three weeks ahead of your meeting to request the date. To prevent overlap and ensure the room is ready for your group, please complete and return this form to Joan Voigt at least two weeks before the date of your meeting by email, fax or postal mail. DNR employees can request the Visitor Center conference room on a DNR meeting room calendar.

DATE OF MEETING: \_\_\_\_\_ SECOND CHOICE: \_\_\_\_\_

ARRIVAL TIME: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE: Work/ Home: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Will Contact Person be present? If not, provide name of contact for on-site day use:

\_\_\_\_\_ NUMBER OF PARTICIPANTS: \_\_\_\_\_

**ROOM SET UP:** There are ten (6 foot x 2 foot) conference tables and chairs that can be used for your meeting. Please return chairs and tables back to the original set up of ten tables with three chairs per table, with extra chairs and tables returned to their storage carts before leaving. Thank you!

Set Up Chairs In Lecture Rows	Set Up Head Table With Two Chairs	Set Up Chairs And Tables In Classroom Rows (2-3 chairs per table, max. 16-24 people)
QUANTITY: _____	QUANTITY: _____	QUANTITY: _____

DOES YOUR GROUP HAVE ANY SPECIAL NEEDS? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

## CONFERENCE ROOM AMMENITIES:

- The conference room has a PowerPoint projector and a computer (not connected to internet) for use with a flash drive, DVD or your laptop. If you have a DNR computer, we can run a cable for internet. Please note any special AV requests: \_\_\_\_\_
- A 42-cup coffee pot is available. Please bring your own coffee supplies, cups, cream, sugar and trash bags to take your group waste with you.
- We have recycle bins for plastic bottles and cans.
- Food can be served at picnic tables outside of the Visitor Center. Please plan to take any food waste and your trash with you when you leave.
- Please clean any spills on the carpeting before you leave. (*Broom and vacuum are available.*)
- There are only two restrooms, one for men and one for women in the Visitor Center.

Please check here if you would like a guided tour of the Wild Rose Fish Hatchery. The hatchery naturalist leads guided tours between 10 a.m. and last tour at 2 p.m. Please note below the time you request tour. We will confirm if that time is possible. **TOUR TIME:** \_\_\_\_\_

**EDUCATION CENTER BUILDING HOURS:** Open from 8 a.m. to 3 p.m. April through October, Wednesday through Saturday, and on Sundays from Memorial Day through Labor Day and summer holidays.