



WILD ROSE FISH HATCHERY EDUCATION CENTER

Wisconsin Department of Natural Resources

N5871 State Road 22, Wild Rose WI 54984

(920) 622-3527, Ext. 209

2021 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 three weeks ahead of your meeting. 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.

**FACE COVERINGS IN THIS FACILITY ARE HIGHLY ENCOURAGED FOR THOSE THAT ARE NOT VACCINATED.
PLEASE MAINTAIN SOCIAL DISTANCING AND PRACTICE FREQUENT HAND WASHING.**

DATE OF MEETING: _____ SECOND CHOICE: _____

ARRIVAL TIME: _____ DEPARTURE TIME: _____

ORGANIZATION NAME: _____

CONTACT PERSON: _____ EMAIL: _____

PHONE: Work/ Home: () _____ Cell: () _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

NUMBER OF PARTICIPANTS: _____

ROOM SET UP: There are eight (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 eight tables with two 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 is scheduled to guide tours at 10 a.m. and 1 p.m. Please note: If you need to request a different time, we will confirm if that time is possible.

ALT. TOUR TIME: _____

- **HATCHERY PROPERTY HOURS:** Open for summer visitor hours from 8 a.m. to 3 p.m., Memorial Day through Labor Day.
- **EDUCATION CENTER BUILDING HOURS:** Open from 9 a.m. to 2 p.m., Wednesday through Saturday and on summer holidays.
- **SPRING & FALL BUILDING HOURS:** April, May, September and October on Thursday through Saturdays, 9 a.m. to 2 p.m.