

WELSH MEMORIAL MEETING ROOM APPLICATION

2018

Beaver Dam Community Library
311 North Spring Street
Beaver Dam, WI 53916

Telephone: (920) 887-4631
email: circdesk@beaverdamlibrary.org
Web Site: www.cityofbeaverdam.com/library

Group Name: _____

Exact Date or Dates Requested (Month and Days) (Limit 1 Meeting Per month):

Time Requested: _____ to _____

M-F 9 a.m.-8:15 p.m., Saturdays 9 a.m.-4:45 p.m.

Purpose of Meeting: _____

Contact Person: _____

Address including City: _____

Contact Info. : _____
Business Phone Home Phone Cell Phone Email

Estimated number of people who will attend the meeting: _____

Equipment requested: Organization/Group is responsible for setup and take down for meetings.

Chairs (indicate number) _____ Lectern _____ Tables (indicate number) _____ TV & DVD Player _____

The library does NOT have an LCD/LED projection system, VHS Player, Blu-Ray Player, or gaming system available for public meeting applicant use and does NOT troubleshoot outside equipment. Internet access is available through the public wireless service. An access code is provided ONLY to an individual with a valid Beaver Dam Community Library card with internet privileges OR a valid photo ID for their own use. Each code is good for one device.

Will refreshments be served and if yes what type? _____

**Groups are responsible for setting up tables and chairs.
Groups are also responsible for all utensils and clean up.**

The undersigned, on behalf of the above organization, has read, understood, and agreed to comply with the policy and procedures governing the use of the *Welsh Memorial Meeting Room*. **The organization represented accepts full liability for any damage to facilities or equipment, and agrees to confine the organization's activities to the assigned room.** The organization booking the room agrees to take responsibility for compliance with the accessibility to services provisions of the Americans with Disabilities Act. The organization also takes responsibility for providing public performance licenses/rights to any publicly shown films. The Beaver Dam Community Library will not be responsible for any materials or equipment left in the building. The library does not advocate or endorse the viewpoints of meetings or meeting room users.

Applicant Signature: _____ Today's Date: _____

FOR LIBRARY USE ONLY

Library Administrator or Appointed Staff

Date Approved