

# 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