

Thank you for inquiring about the Constitution Room. Please complete this application so that we may process your request.

Name of Organization \_\_\_\_\_

Describe each program that your group will present to the public:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Room set-up style (please circle one): Classroom Audience Boardroom

Will library equipment (projector or sound equipment) be needed: Yes No

Will kitchen be used: Yes No

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

**Organization's Address** \_\_\_\_\_

☐ I have read, understand and agree to the procedures for the attached Meeting Room and Posting/ Free Literature Racks policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE RETURN THE COMPLETED FORM (**with your payment, if applicable**) TO THE WEST ALLIS PUBLIC LIBRARY, ATTN: LIBRARY ADMINISTRATION. Thank you.

A written application must be completed by the organization for each request to use the Constitution Room. Each application may include requests for up to four programs to be scheduled in a six-month period. **Payment for each program (up to four) must be submitted with the completed application.**

**FOR LIBRARY USE ONLY**

Booking completed – confirmation attached \_\_\_\_\_

Application does not meet guidelines \_\_\_\_\_

Reason \_\_\_\_\_

(Revised 03/19)