



Meeting Room Application

Approved by Newton County Library Board of Trustees
August 8, 2013

Library: _____ Room: _____

Date of Event: _____ Time Period: _____ to _____

Anticipated Attendance: _____ Please check: Profit Not-For-Profit

(NOTE: MEETING ROOMS ARE AVAILABLE ONLY DURING REGULAR LIBRARY HOURS)

Organization/Individual: _____

Address: _____

Name of President/Chairperson: _____

Contact Person: _____ Phone: _____

Purpose of Meeting: (PLEASE DESCRIBE IN DETAIL. Attach agenda (if available), a copy of any media releases or publicity regarding this meeting, and literature that will be distributed. If having a speaker, please give subject of speech.)

• **Audio/Visual Equipment:** YES NO Circle all that apply: (TV/DVD/VCR/Projector/Screen)

• **Will any food be served?** YES NO
What type? _____
Name of food service/caterer: _____

I, the undersigned, being 18 years of age or older, have read the meeting room policies and regulations and agree to comply therewith. I agree to be responsible to the Newton County Library System for the use and care of Library property and facilities. I understand that my responsibilities as the undersigned include:

- *Payment in advance of all applicable fees and completed Reservation Request form.*
- *Payment for any damages to Library property occurring during or in connection with the meeting.*
- *Enforcing the meeting room regulations.*
- *Setting up the room and cleaning up at the conclusion of the meeting.*
- *Twenty-four hour notice is required in order to receive a refund. No-shows are not eligible for a refund.*

Applicant's Signature

Date

Applicant's G.A.. Driver's license # or Federal I.D. # _____

Paid by: Check #: _____ Debit Cash For the Amount of: _____ Date _____

For refund, cancellation notice must be received 24 hours prior to scheduled meeting date. Refunds will be issued by check and sent via U.S. Mail from the Newton County Library Business Office. Allow at least two weeks for processing.

A completed Reservation Request Form and payment for all applicable fees MUST be received before room will be reserved.

For Office Use Only: Approved: _____ Disapproved: _____