

# APPLICATION FOR USE OF CALDWELL COUNTY PUBLIC LIBRARY MEETING FACILITIES

Individuals completing and signing this form must read and fully understand the POLICY AND REGULATIONS GOVERNING THE USE OF LIBRARY MEETING FACILITIES, as you are liable for compliance with this policy.

TODAY'S DATE \_\_\_\_\_ DATE OF MEETING \_\_\_\_\_  
TIME OF MEETING (include time for set-up and clean-up) \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

NAME OF GROUP \_\_\_\_\_  
PURPOSE OF MEETING \_\_\_\_\_  
NAME & POSITION OF APPLICANT \_\_\_\_\_  
ADDRESS OF APPLICANT \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_ DAY/WORK \_\_\_\_\_ HOME/EVENING

GROUP STATUS: (Check one)

Government agency: \_\_\_\_\_ Caldwell County \_\_\_\_\_ State \_\_\_\_\_ Federal  
Caldwell County Organization \_\_\_\_\_ non-profit \_\_\_\_\_ for profit  
Out-of-county organization \_\_\_\_\_ non-profit \_\_\_\_\_ for profit  
Social function sponsored by \_\_\_\_\_ Caldwell County resident \_\_\_\_\_ non-resident

EXPECTED ATTENDANCE: \_\_\_\_\_ ROOM REQUESTED: \_\_\_\_\_ SECOND ROOM CHOICE: \_\_\_\_\_

The following equipment items may be requested when the room is booked: (Circle items requested)

VCR & MONITOR      SOUND LECTERN      PODIUM      OVERHEAD PROJECTOR  
CHALK BOARD      CASSETTE PLAYER      U.S. FLAG      SLIDE PROJECTOR  
WHITE BOARD      EASEL      COMPUTER DATA PORT

WILL REFRESHMENTS OR A MEAL BE SERVED? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, WILL IT BE...

\_\_\_\_\_ LIGHT REFRESHMENTS \_\_\_\_\_ CATERED MEAL \_\_\_\_\_ COVERED DISH \_\_\_\_\_ OTHER

The vacuum cleaner, kitchenette, and items within the kitchenette are to be shared by all meeting room users and cannot be reserved

for any group. The two coffeepots in the kitchenette may be requested on a first-come-first-serve basis.

EACH GROUP IS TO CLEAN UP AFTER ITSELF.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

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FOR STAFF USE ONLY

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
FEE CHARGED? \_\_\_\_\_ YES \_\_\_\_\_ NO