

**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 _____

OTHER CONTACT INFORMATION email _____

Other responsible party _____

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

Please see Policy for room size and capacity.

EXPECTED ATTENDANCE: _____ ROOM REQUESTED: _____ SECOND ROOM CHOICE: _____

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

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

WILL REFRESHMENTS OR A MEAL BE SERVED? _____ YES _____ NO IF YES, WILL IT BE...
_____ LIGHT REFRESHMENTS _____ CATERED MEAL _____ COVERED DISH _____ OTHER

The lobby area, vacuum cleaner, kitchenette, and items within the kitchenette are to be shared by all meeting room users and cannot be reserved by any group. The coffeemakers in the kitchenette may be requested on a first-come-first-serve basis.

Setup and cleanup is the responsibility of the meeting room user.

SIGNED _____ DATE _____



FOR STAFF USE ONLY

APPROVED _____ NOT APPROVED _____ BY _____ DATE _____

FEE CHARGED? _____ YES _____ NO