

**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