

**LaFayette Pilot Public Library  
Chambers County Library  
Request for Use of Meeting Room**

The library meeting room is available for use at no charge to any non-profit community organization or local business provided the room is not used for profit-making activity, political rally, or religious ceremony. Also, the library meeting room may not be used by individuals for social functions such as wedding showers, teas or parties.

Please complete the form below. You will be contacted by a library staff member within two business days to confirm the availability of the library meeting room.

If your organization has not used the library meeting room within the current calendar year, the person responsible for the meeting will need to sign an Organization Registration Form.

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Date \_\_\_\_\_

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

Person in Charge of Meeting: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

If you would like to receive confirmation via email, please give us your email address:  
\_\_\_\_\_

Address of Organization: \_\_\_\_\_

Approximate attendance: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Has your group used the Lanier Room before? Yes \_\_\_ No \_\_\_  
If no, you will need to complete the "Organization Registration Form"

I have read and agree to follow the meeting room use policy? \_\_\_\_\_

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LIBRARY USE:

Meeting scheduled and confirmed \_\_\_\_\_

Date \_\_\_\_\_

Initials \_\_\_\_\_

