

H. Grady Bradshaw Chambers County Library

Request for Use of Meeting Room

The meeting room space 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. Also, the meeting room space may not be used by individuals for social functions such as wedding showers, teas or parties.

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

No one under 18 may reserve the meeting room. An adult must be responsible and present during meetings for groups of minors.

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

Today's Date _____ Meeting Date _____ Start Time: _____ End Time: _____

Name of Organization _____

Person in Charge of Meeting _____

Telephone Number: _____

Email Address _____

Approximate attendance: _____

(Tables and chairs are available. You are responsible for setup of the room and putting the room back in order.)

Has your group used meeting room space before? Yes _____ No _____

Have you been responsible for an after library hours meeting before? Yes _____ No _____

LIBRARY USE:

Procedure walk through: _____ (date) Initials: _____ (staff) _____ (organization representative)

Meeting scheduled and confirmed _____

Date _____ Lanier Room _____ Annex Main Room _____

Initials _____ Jordan Room _____ Annex Small Room _____

PLEASE COMPLETE THE CHECKLIST ON THE PAGE OF THIS FORM

I UNDERSTAND THAT:

- I must have a current library card in good standing to check out a key for the meeting room. Out of area card fees may apply.
- I must schedule a procedures walk through with a library staff member before a meeting will be scheduled for my group.
- Room setup is the responsibility of my group and not library staff members.
- My group is responsible for returning the room to the original arrangement.
- I am responsible for covering the tables to protect them from food, drink, markers, etc.
- I am responsible for clean up to include sweeping the carpet and trash removal.
- My organization members will use the main library entrance for meetings held during regular business hours. Back doors may be unlocked for after hours meetings only, but the back doors may not be propped open because of the HVAC system.
- My library account will be charged \$5 per day for keys that are not returned.
- I will be subject to a \$25 fee if these procedures are not followed, and you may forfeit the use of the library's meeting facilities.
- I will be required to check out a key for any meeting and return it to the circulation desk for meetings held during regular library hours. For after hours meetings, I will deposit the key and case in the book drop located to the right of the library front entrance.
- If using a meeting room after hours, my group will be out of the building by 9:30 p.m. (Eastern).

I have read and agree to the meeting room policy

(Signature)

(Date)