



# Meeting Room/Lab Application

**Check location requested:**

- Spout Springs Rooms A & B     Gainesville Meeting Room     Blackshear Meeting Room  
 Spout Springs Room A     Gainesville Computer Lab     Blackshear Place Lab  
 Spout Springs Room B     Murrayville Meeting Room     North Hall Lab  
 Spout Springs Lab

Application made by: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's email address: \_\_\_\_\_

PINES library card number (not required for government agency): \_\_\_\_\_

Group name: \_\_\_\_\_

Group phone: \_\_\_\_\_

Group address: \_\_\_\_\_

Group website: \_\_\_\_\_

Group type:    Civic \_\_\_\_\_    Government \_\_\_\_\_    Nonprofit \_\_\_\_\_    Cultural \_\_\_\_\_

*If a business, please sign that you understand meeting rooms can be used only for staff meetings and staff training. Meeting rooms cannot be used for commercial, sales, or promotional purposes.*

\_\_\_\_\_ (applicant signature)

Meeting date: \_\_\_\_\_ Time range: From \_\_\_\_\_ To \_\_\_\_\_

Estimated attendance \_\_\_\_\_

Chairs needed \_\_\_\_\_ Tables needed \_\_\_\_\_

**Check needs:**

- Projector/Laptop     Screen     Laptop     Overhead projector     TV/DVD player     Kitchenette

Will you be serving catered food? \_\_\_\_\_ *(The Friends Café at Spout Springs has first right of refusal on catered events at that branch. Failure to comply will result in denial of future applications.)*

What type of publicity will be used to announce this meeting?

Please attach publicity materials used in brochures, newsletters, radio announcements, etc. in promoting this meeting.

**Set Up/Take Down of Rooms:** The Hall County Library does not provide set up or take down of meeting rooms. Please request sufficient time to set up the meeting room and return it to its original condition after your meeting. Failure to clean up after a meeting may result in the assessment of a cleaning fee and in the denial of future applications. The library will provide set up for a \$25 fee, and will take down the room for an additional \$25 fee.

**Select fee:**     Set up \$25     Take down \$25     Both \$50     Neither



## Meeting Room/Lab Application

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### **Before/After Hours Use:**

Blackshear Place, Murrayville, and Spout Springs are available for use outside business hours.

Payment is \$35/hour with a 2-hour minimum. Parts of hours will be counted as whole hours.

Payment beyond the 2-hour minimum will be \$35 for each extra hour.

- Minimum payment is due with the application.
- A minimum of fourteen (14) days advance notice is required.
- The library's administrative office must receive this form and payment in full before the meeting room is reserved.
- Cancellations made within 2 business days of the event are non-refundable.

### **Indicate branch requested for after-hours use:**

Blackshear Place

Murrayville

Spout Springs

The undersigned hereby affirms that I am an authorized representative of \_\_\_\_\_ (name of civic group, cultural group, Government agency, non-profit group, or business). I assert that the meeting room will be used for non-commercial, non-promotional purposes. I confirm that I have read the Hall County Library System's meeting room usage policy, and the proposed use of the room is in accordance with these policies. I further confirm that there will be no exchange, buying, selling, solicitation, or promotion of goods or services with the intent of financial gain by myself, attendees of the meeting, or the entity I represent.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_