



Meeting Room/Lab Application POLICY AND APPLICATION REVISED 5/16/17

Circle location requested:	Spout Springs Rooms A & B	Spout Springs Room A
Spout Springs Room B	Spout Springs Lab	North Hall Lab
Gainesville Meeting Room	Gainesville Computer Lab	Murrayville Meeting Room
Blackshear Meeting Room	Blackshear Place Lab	

Application made by: _____ Phone: _____

Applicant's address: _____

Applicant's email address: _____

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

Group Name: _____

Group type: Civic _____ Government _____ Nonprofit _____ Cultural _____

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

Meeting date: _____ Time range: _____ Estimated attendance _____

Chairs needed _____ Tables needed _____

Circle 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.

Please check: Set up \$25 _____ Take down \$25 _____ Both \$50 _____ Neither _____

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. Checks should be made out to the individual contracted for the work; this will be established at the time a meeting room reservation is confirmed.
- A minimum of fourteen (14) days advance notice is required.
- The check and this form must be received by the library's administrative office before the meeting room will be reserved.
- Cancellations made within 2 business days of the event are non-refundable.

Circle Branch requested: Blackshear Place _____ Murrayville _____ Spout Springs _____

I have read the "Rules and Conditions on the Use of the Meeting Room." This meeting will conform to those policies.

Signature: _____ **Date:** _____