New Bern-Craven County Public Library

APPLICATION FOR USE OF MEETING ROOMS

Name of Group/Individual:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your Group a: \_\_\_ Community Organization; \_\_\_ Government;

\_\_\_ Non-Profit/Not for Profit; \_\_\_Other (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required for proof of non-profit status)

Name of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Phone (w) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (h) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (c) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person in Charge (if not applicant):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Room Requested: \_\_\_\_** Auditorium (seats 172) \_\_\_\_ Conference Room (seats 18)

Type of Program: \_\_\_Lecture \_\_\_Film \_\_\_Organization \_\_\_Music \_\_\_Other

Title/Subject of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Program: \_\_\_/ \_\_\_/ \_\_\_\_; Day of Use: \_\_\_\_\_\_\_\_\_\_\_;** Program Starting Time \_\_\_\_\_\_\_\_\_

Reservation Time from: \_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_ (Include time for set-up before and clean-up afterward)

**NOTE: The Library DOES NOT furnish staff to arrange the room prior to or after an event. Applicants are responsible for all SET-UPS. All rooms MUST be returned to the condition in which they were found. Refer to room layout on auditorium wall.**

**Equipment needed**: \_\_\_ Tables \_\_\_ Chairs \_\_\_ Lectern \_\_\_ Screen \_\_\_ TV

\_\_\_ DVD Player \_\_\_ Flip boards \_\_\_ Microphone \_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_

Will light refreshments be served? \_\_\_ Yes \_\_\_ No (If Yes, Applicants Are Responsible For Clean Up)

I have read the *Procedures and Policies for Meeting Room Use* and agree to abide by them.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant's Signature Date of Application

Staff Use:

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (staff initial)

Approved: \_\_\_ Yes; \_\_\_ No Notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason denied:

400 Johnson Street, New Bern, NC 28560-4098

Telephone: 252-638-7800 FAX: 252-638-7817

http://newbern.cpclib.org

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