

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): _____

Name of Applicant: _____

Address _____

Phone (w) _____ Phone (h) _____ Fax: _____

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)

Can this program be posted on the Library's Calendar of Events (web and print)? Yes No

IMPORTANT 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.

Equipment needed: Tables Chairs Lectern Screen TV
 DVD Player VHS Player 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 _____

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