



400 Johnson Street  
New Bern, NC 28560  
252-638-7800 – Phone; 252-638-7817 – Fax  
reservations@nbccpl.org

### APPLICATION FOR USE OF MEETING ROOMS

Room Requested:  Auditorium (seats 150)  Conference Room (seats 18)

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

Type of Group:  Community Organization  Government Agency  
 Non-Profit / Not for Profit EIN \_\_\_\_\_  
(Required for proof of non-profit status)

Other (explain): \_\_\_\_\_

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

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone (H) \_\_\_\_\_ Phone (C) \_\_\_\_\_ Phone (W) \_\_\_\_\_ Fax \_\_\_\_\_

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

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone (H) \_\_\_\_\_ Phone (C) \_\_\_\_\_ Phone (W) \_\_\_\_\_ Fax \_\_\_\_\_

Type of Program:  Meeting  Lecture  Film  Music  Other \_\_\_\_\_

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

Date of Program: \_\_\_\_\_ Program Start & End Times \_\_\_\_\_

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

Equipment needed:  Tables  Chairs  Podium  Dry Erase Board  TV  DVD Player  VCR  
 LCD Projector  Screen  Overhead Projector  Microphone / PA System

**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.**

Will light refreshments be served?  No  Yes (Group is 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 \_\_\_\_\_

Library Use Only: Received by: \_\_\_\_\_

Approved:  Yes  No Reason denied: \_\_\_\_\_

Date Notified: \_\_\_\_\_ By: \_\_\_\_\_