



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 172) 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: _____