DEKALB COUNTY PUBLIC LIBRARY
MEETING SPACE APPLICATION

Completed application must be submitted for approval a minimum of 14 days and a maximum of 3 months before program date. PLEASE PRINT.

Date of application ____________________  □ Meeting Room  □ Auditorium (Decatur and Stonecrest only)

Name of non-profit organization/individual ________________________________________________

□ This meeting is required as part of a Land Use Application with DeKalb County’s Planning and Sustainability Department.

Person responsible _________________________________________________________________

Current unblocked library card number  22071 ____  ____  ____  ____  ____  ____  ____  ____

Address ____________________________________________________________

City/State __________________________________________________________ Zip Code __________

Telephone   Work ( )  Home ( )  Cell ( )

Email ________________________________________________________________

Name of second organization official ____________________________________________

Telephone   Work ( )  Home ( )  Cell ( )

Email ________________________________________________________________

Program date ______________  Time program begins ______________  Anticipated attendance __________

Arrival time for set-up ______________  Departure time after clean-up ______________

Program description (include title, speakers, intended audience, advertising methods)
______________________________________________________________________________
______________________________________________________________________________

Will light refreshments be served? Yes___  No____ (If yes, please list. Refer to list of approved refreshments on back of form.)
______________________________________________________________________________

Will you need access to any of the items listed below? Yes____  No____ (If yes, please list. Availability differs from branch to branch.)
   ○ Audiovisual______________________________________________________________
   ○ Kitchen______________________________________________________________
   ○ Tables and chairs________________________________________________________
   ○ Other______________________________________________________________
DEKALB COUNTY PUBLIC LIBRARY
MEETING SPACE APPLICATION (CONTINUED)

Have you received the Meeting Spaces brochure?  Yes ____  No ____
Have you read the brochure and do you understand the procedures for use of the meeting space?  Yes ____  No ____

Specifically, please note the following:

• Meeting space fees are non-refundable.

• No money can be charged for entry into a program. No financial transactions of any kind can take place on library premises.

• The program must begin during library operating hours.

• Any damages to the room or equipment are the responsibility of the user.

• Tape of any kind may not be used to hang signs or decorations. Use push pins or tacks only on bulletin boards designed for this purpose.

• The meeting space must be left in the same condition as it was found. The user must dispose of any trash and leave floors and tables clean.

• Light refreshments are restricted to the following non-alcoholic beverages and snacks: coffee, tea, soda, punch, cookies, bagels, doughnuts, fruits, vegetables, chips and dip. The Library reserves the right to request immediate removal of food not on this list.

• The program must be open to the public.

• Failure to comply with this policy and/or the procedures established by the Library may result in suspension of the privilege of using the meeting room space.

I have read and agree to abide by the Meeting Space policy and procedures of the DeKalb County Public Library and the terms of this agreement.

Name of organization/individual __________________________________________________________

Person responsible _________________________________________________________________

Signature ___________________________________________ Date__________________________

FOR LIBRARY USE ONLY

Approved by________________________________________ Date__________________________

Branch_________________________________________ Fee__________________________

☐ Meeting Room  ☐ Auditorium