

**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 \_\_\_\_\_

Person responsible \_\_\_\_\_

Current unblocked library card number    220710    \_\_\_\_\_

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