

**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 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