

Online Meeting Room Application
Mary Willis Library
Bartram Trail Regional Library System
Print out and fax to (706)678-1474

Contact Person/Requesting Group: _____

Name of Organization: _____

Address of Organization: _____

City: _____ State: _____ Zip: _____

Telephone Number: (Home) _____ (Work) _____

Program Title: _____

Brief Description:

If applicable, name of speaker: _____

Anticipated attendance: _____

Are any fees charged to attendees? _____

If yes, please explain: _____

Date of Meeting: _____ Day of Week: _____

Time of Meeting: From _____ AM/PM To _____ AM/PM

Do you need use of the kitchen? Yes _____ No _____

For equipment needs, see next page.

It is the User Group's responsibility to make sure the room is set up appropriately.

FEES: Commercial groups who use the rooms will be charged a fee of \$25 for the large meeting room and \$10 for the conference room.

Payment is due on or before the date of the event. Make check payable to the Mary Willis Library.

I have read the regulations governing use of the meeting rooms and agree to abide by the conditions listed. I understand that this meeting must be open to the public.

Signature(Contact Person/Requestor) Telephone Number Date

Request approved by: _____
Signature (Staff) Date

Date Requestor Notified: _____

Mary Willis Library
Request for use of Meeting/Conference Room Equipment

Name of Organization: _____
Contact Person/Requestor: _____
Date of Meeting: _____

Meeting Room Equipment Requested for Meeting

Chairs _____
Tables _____
Podium _____
Microphone _____
Television _____
VCR _____
Video Projector _____
Overhead Projector _____
Slide Projector _____
Projection Screen _____
16mm Projector _____
Cassette Player _____
Chalkboard _____
Other _____

Conference Room Equipment Requested for Meeting

1 Conference Table _____
14 Chairs _____
Dry Erase Board _____

Bartram Trail Regional Library System

To prospective Meeting Room Applicants whose purpose involves a business or commercial group:

The policy states that no selling of goods or services is allowed. Therefore, in the course of presentation or in answering questions the following are prohibited:

- To describe the capabilities or services offered by your business
- To advise, suggest, or otherwise indicate that your business will be available for consultation
- To solicit or offer services for a fee to any person present at any time.

If your meeting/program will follow these policy guidelines and you wish to continue with the application process, please agree by printing out, signing and returning this letter to the library.

Group/Individual Name: _____

By: _____
Signature Date