Online Meeting Room Application
Taliaferro County Library
Bartram Trail Regional Library System
Print out and fax to (706)456-2531

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.

There is no charge for use of the Mitchell Community Room.

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: _____

Taliaferro County Library
Request for use of Meeting Room Equipment

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

Meeting Room Equipment Requested for Meeting

# Chairs (35 Available)	_____
# Tables	_____
Podium	_____
Microphone	_____
Television	_____
VCR	_____
Video Projector	_____
Overhead Projector	_____
Slide Projector	_____
Projection Screen	_____
16mm Projector	_____
Cassette Player	_____
Chalkboard	_____
Other	_____

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