

**Online Meeting Room Application  
Thomson/McDuffie County Library  
Bartram Trail Regional Library System  
Print out and fax to (706)597-9458**

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: \_\_\_\_\_

**Thomson/McDuffie County 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