



CATOOSA COUNTY LIBRARY
Multi-Purpose/Meeting Room Request

Name of Organization: _____

Purpose of Meeting: _____

Meeting Start Time: _____ Meeting End Time: _____

Meeting Date: _____ Expected Attendance: _____

Special Needs or Equipment: TV/DVD Chairs Table

Name of Representative: _____

Address: _____

Phone: _____ Email: _____

Library Card # (if you have one): _____

Alternate Contact Name: _____

Alternate's Phone: _____ Alternate's Email: _____

Please Note:

Usage of the multi-purpose/meeting room must meet all of the following: We are a not-for-profit organization. We will not charge for this meeting. Our meeting/program is non-commercial: no solicitations, sales, or money-raising. All applicants must be 18 years of age or older. A library card is not required; however, we encourage you to apply for one. If you do have one it must be in good standing (no fees or fines of \$10 or more.) Any damage caused by the meeting will be charged to the person representing the group. My signature below indicates that I agree to ensure that my organization will abide by the policies of the library with regard to meeting room use. I have received a copy of the "Catoosa County Library Multi-purpose/Meeting Room/Patio, Policies." I acknowledge that any damage done to the room may result in charges to me as the representative of the group/organization. Said charges could also result in the loss of future multi-purpose/meeting room and porch privileges.

Signature: _____ Date: _____

Office use only:

Approved Denied Reason if denied: _____

Signature of Library Administration: _____