



Catoosa County
LIBRARY

MEETING ROOM/PATIO, "THE PORCH," REQUEST FORM

Name of Organization: _____

Purpose of Meeting: _____

Meeting Time: _____ Expected Attendance: _____

Meeting Date: _____

Which space are you requesting?

Meeting Room

Patio "The Porch"

Special Needs or Equipment:

_____ Tables

_____ Podium

_____ TV/VCR/DVD

_____ Chairs

_____ Projector

_____ Wireless Internet

Donations are greatly appreciated.
Suggested donations are as follows:
\$25.00 for under two hours
\$50.00 for over two hours
To donate make checks payable to
Friends of the Catoosa County
Library.

If tables or chairs, how many _____

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 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 Meeting Room/Patio, "The Porch," 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 meeting room/patio, "The Porch," privileges.

Signature: _____ Date: _____

706-965-3600 | catoosacountylibrary.org

Office use only:

Approved Denied Reason if denied: _____

Signature of Library Administration: _____