



AVERY-MITCHELL-YANCEY REGIONAL LIBRARY SYSTEM YANCEY MEETING ROOM RESERVATION FORM

To be completed by staff:

Meeting Room Requested: Conference Room _____ Large Room _____
Library Staff Member Booking Request _____
Date Booking Request Made: In Person _____ By Phone _____ By Email _____
\$15 After Hours Fee: Requested _____ Received _____

Name of Group/Organization: _____
Name of President/Chairperson: _____
Contact Person: _____
Phone Number: _____ Email: _____
Purpose of Meeting (Please describe in detail; attach agenda if available. If having a speaker, please give subject of speech): _____

Meeting Date Requested: _____ Time period: _____ to _____
Will literature or press be distributed? If yes, please attach a copy.
Anticipated Attendance: _____
Will Refreshments be served? Yes No

The following must be signed to confirm use of community meeting room:

I, the undersigned, being eighteen years of age or older, have read the meeting room policy and regulations and agree to comply therewith. I agree to be responsible for the use and care of all library property and facilities. As the undersigned, I understand my responsibilities include:

- 1) Paying for any damages to library property occurring during or in connection with the meeting;
- 2) Enforcing the meeting room regulations;
- 3) Moving chairs and tables to the storage area;
- 4) Cleaning up the room & leaving room in order at conclusion of the meeting;
(clean-up check list is on a kitchen cabinet and door to storage area)
- 5) Informing a library staff member that the meeting has ended;
- 6) Notifying the Librarian of number in attendance at meeting;
- 7) Returning a meeting room key (as specified by Librarian).

_____/_____
Applicant's Signature / Date

DATE BOOKING APPROVED _____ / DATE BOOKING DENIED _____
BY _____ / BY _____

BECAUSE PARKING NEAR THE BUILDING IS SO LIMITED, IF YOUR MEETING OCCURS DURING LIBRARY HOURS, WE ASK THAT YOU PLEASE REQUEST MEMBERS OF YOUR GROUP PARK AROUND THE PERIMETER OF THE HILL. THOSE WITH PHYSICAL LIMITATION WILL BE EXCEPTIONS.

THANK YOU FOR YOUR CONSIDERATION.

NAME OF GROUP
ROOM
DATE & TIME