

Meeting Room Request



GARLAND COUNTY LIBRARY
YOUR CONNECTION POINT
GCLibrary.com | 501.623.4161 | 1427 Malvern Avenue, Hot Springs, AR

Group Name/Agency: _____

Contact Person: _____ Phone: _____

Email: _____ Home Address: _____

Please answer these questions	{	Is applicant a Garland County resident?	Yes ___	No ___
		Is applicant an official governmental agency?	Yes ___	No ___
		Is applicant a nonprofit organization ?	Yes ___	No ___
		Is applicant an official for profit company?	Yes ___	No ___
		Is documentation available to prove your status?	Yes ___	No ___

Meeting Room Requested: A B C D AUD Expected attendance: _____

Reason for use of room: _____

RESERVATION TIME: Begin: _____ End: _____ Meeting Start Time: _____
--Set up and clean up must be completed within reservation time period--

Date(s) needed: _____

No group or individual shall be allowed use of meeting space for more than the current calendar year. From October 1st through November 30th, all groups may request renewal of their reservation for the following year. Renewal is not guaranteed. All users should recognize that use of the Library's meeting rooms is temporary. Beginning December 1st each year, all meetings will be booked on a first-come, first-served basis for the following year.

Auditorium Options:

Food/Kitchen use Podium w/mic Handheld mic Lavalier mic Projection AV White Board

Groups are responsible for arranging furniture in the configuration depicted in floor plan after the meeting is over.

The Library bases its public performance policy on the US Copyright Law. According to copyright law, no copyrighted performance may be publicly shown without obtaining permission of the copyright holder, except in certain cases whereby public performance rights are inherent in the purchase or showing as elaborated upon in Section 110 of the Copyright Act, 17 USC.

Agreement: I have read the official policy statement for the use of the Library's meeting rooms, and agree to abide by all rules listed therein. I know that failure to abide by the rules listed in the policy, including paying fees, will result in the cancellation of use for the library's meeting rooms. I understand that the library is not responsible for personal property or security of the people who attend each event.

Signature: _____ Date: _____
Requesting Party's Representative

Approved Disapproved by: _____ Date: _____
Library Representative

Notes: _____
