Bartow County Library System
Cartersville Public Library
Application for Use of Community Rooms
429 West Main Street, Cartersville GA 30120
Phone: 770-382-5657, ext. 121 Fax: 770-386-3056 Email: info@bartowlibrary.org

When not needed for library activities, Community Meeting Space is available for use by the public on a reservation basis. Please do not notify members of your group or consider the room booked until you have received written confirmation.
Allow two weeks for processing of the application.
Payment is due with submission of application; refunds are only made if cancellation occurs two weeks prior to the scheduled event.

Group Name:

Also include how to list the reservation on the kiosk and calendar, if other than above.

Contact Person:  
Phone:  
Email:  

Second Contact Person or Local Contact:  
Phone:  
Email:  

Address of Organization:  

Purpose of Meeting:  

Room Requested (check one):
Nathan Dean Room A  Nathan Dean Room B  Nathan Dean A & B  Conference Room  Classroom  Computer Lab

Date Requesting:  
Time Reserved (specify a.m. and/or p.m.):  
Alternate Date:  
Alternate Time:  

Will food be served?  Yes  No  
Will you use the kitchenette?  Yes  No  
Alcohol may not be served without prior Library Board of Trustee approval obtained during a regular Board meeting. All conditions required by the Board of Trustees must be met and required documents and licenses presented during application to the Board of Trustees.

Equipment Request
The Library is not responsible for equipment failure or incompatibility. A $20 cash or check refundable deposit is required for HDMI cable use.
Microphone  Lectern  DVD Player  LCD Projector  Sound System  Wireless Access

Room Arrangement: (please circle the appropriate arrangement)

Number of Attendees:

Number of tables, if any, required for food/beverage service:

The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of all Bartow County Library System Community Space. The undersigned assumes all responsibility for the preservation of order and the sole responsibility for any injury to person, damage to Library facilities or Library or personal property, or loss of Library or personal property that may result from this use. The Bartow County Library System will not be responsible for any materials, equipment, or personal belongings left in the building. Persons/Organizations holding events assume responsibility for damage to rooms, equipment, or contents.

Date of application  
Signature of Liable Person  

Would you like to be notified of application status via:

Phone:  
Text:  

Email:  
Fax:  

For Library Use Only

Taken by:  
Approved  
Not Approved  
Notice sent  
Calendar Updated  
AV Equipment Booked  
Kitchen and/or Food Use  
Total Payment Received:  

/ /  
/ /  
Yes  No  
/  
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