



# Chestatee Regional Library System

Serving Dawson and Lumpkin Counties

## Lumpkin County Library Meeting Room Use Application

56 Mechanicsville Road • Dahlonega, GA 30533 • (706) 864-3668 •

[www.chestateelibrary.org](http://www.chestateelibrary.org)

We must have a Meeting Room Use Application completed and on file once a calendar year. If the responsible party will differ from meeting to meeting, then we must have an application on file for each responsible party. To reserve meetings throughout the year, please complete one of our Google meeting room reservation forms available online at [www.chestateelibrary.org](http://www.chestateelibrary.org), or have a library staff member complete one for you.

Group: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

### **REPLACEMENT COSTS**

- Handheld Microphone (\$337.35)
- Lapel Microphone (\$379.00)
- Dell Computer (\$1,500.00)
- Computer Charging Cord (\$30.00)
- Computer Bags (\$20 each)

### **The following options are available to reserve:**

Meeting Room A (50)/Kitchen\* Please note: \*There is a \$ 20.00 nonrefundable cleaning fee  
Meeting Room B (50) when the kitchen is reserved

Both Meeting Room A & B (100)/Kitchen

*Please indicate which room(s) you will be reserving on the individual Google meeting room reservation form for a specific date/time.*

### **The following AV equipment is available in each meeting room.**

The smart screen TV is an 85" interactive display screen. Cables/adapters are provided so that you may connect your own computer to the smart screen display. We also have a wireless hand-held microphone, as well as a wireless lapel microphone that you may use.

*If you will need any of the AV equipment listed above, please indicate on the individual Google meeting room reservation form(s).*

### **IMPORTANT:**

- You must complete a separate Google meeting room reservation form to reserve the specific date(s)/time(s) you wish to use the meeting room spaces.
- You will need a library card to check out the meeting room key and AV equipment for meetings held before or after hours.
- If you need to use the room before or after hours, please check out the meeting room key the day before your meeting.
- The meeting room is only available to you during your scheduled times. Please include any additional set-up time you may need when reserving the meeting room. You will not be granted access to the room until your scheduled time and until the person who has checked out the key arrives.
- There is a \$ 250.00 replacement charge for a lost meeting room key.

***I have read the CRLS policies for use of the meeting room spaces, and any meetings reserved will conform to those policies.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return form to:

Lumpkin County Library  
56 Mechanicsville Road • Dahlonega, GA 30533  
Phone: 706-864-3668 • Fax: 706-864-3937

Calendar  
Year \_\_\_\_\_

STAFF USE:

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Library Personnel: \_\_\_\_\_  
Branch Manager Approved \_\_\_\_\_yes \_\_\_\_\_no Date: \_\_\_\_/\_\_\_\_/\_\_\_\_