



Meeting Room/Lab Application

Check location requested:

- Spout Springs Rooms A & B Gainesville Meeting Room Blackshear Meeting Room
- Spout Springs Room A Gainesville Conference Room North Hall Lab
- Spout Springs Room B Murrayville Meeting Room
- Spout Springs Lab

Application made by: _____ Phone: _____

Applicant's email address: _____

PINES library card number (not required for government agency): _____

Group name: _____

Group phone: _____

Group address: _____

Group website: _____

Group type: Civic____ Government ____ Nonprofit ____ Cultural ____

If a business, please sign that you understand meeting rooms can be used only for staff meetings and staff training. Meeting rooms cannot be used for commercial, sales, or promotional purposes.

_____ (Applicant signature)

Meeting date: _____ Time range: From _____ To _____

Estimated attendance _____

Chairs needed _____ Tables needed _____

Circle needs: Projector/Laptop Screen Laptop Overhead projector TV/DVD player Kitchenette

Will you be serving catered food? _____

What type of publicity will be used to announce this meeting?

Please attach publicity materials used in brochures, newsletters, radio announcements, etc. in promoting this meeting.

Set Up/Take Down of Rooms: The Hall County Library does not provide set up or take down of meeting rooms. Please request sufficient time to set up the meeting room and return it to its original condition after your meeting. Failure to do so may result in the assessment of a cleaning fee and denial of future applications. If you are unable to set up the room, the library may provide set-up for a minimal fee.



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For setup with fewer than 50 chairs/10 tables, there is a \$25 fee for set up and an additional \$25 fee for take-down.

For set up with more than 50 chairs/10 tables, there is a \$50 fee for set up and an additional \$50 fee for take-down.

Please check:

Up to 50 chairs: Set up \$25 _____ Take down \$25 _____ Both \$50 _____ Neither _____

Over 50 chairs: Set up \$50 _____ Take down \$50 _____ Both \$100 _____ Neither _____

Before/After Hours Use:

Blackshear Place, Murrayville, Gainesville and Spout Springs are available for use outside business hours. Payment is \$35/hour with a 2-hour minimum. Parts of hours will be counted as whole hours. Payment beyond the 2-hour minimum will be \$35 for each extra hour.

- Minimum payment is due with the application.
- A minimum of fourteen (14) days advance notice is required.
- The library's administrative office must receive this form and payment in full before the meeting room is reserved.
- Cancellations made within 2 business days of the event are non-refundable.

Indicate branch requested for after-hours use:

Blackshear Place Murrayville Gainesville Spout Springs

The undersigned hereby affirms that I am an authorized representative of _____ (name of civic group, cultural group, Government agency, non-profit group, or business). I assert that the meeting room will be used for non-commercial, non-promotional purposes. I confirm that I have read the Hall County Library System's meeting room usage policy, and the proposed use of the room is in accordance with these policies. I further confirm that there will be no exchange, buying, selling, solicitation, or promotion of goods or services with the intent of financial gain by myself, attendees of the meeting, or the entity I represent.

Signature: _____ **Date:** _____