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.

www.hallcountylibrary.org  • 127 Main Street NW  •  Gainesville, Georgia 30501  •  (770) 532-3311 Page 1
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:** ________________