

Watauga County Public Library: Meeting Room Reservation Form

(This form is required for each use of the Meeting Room)

Group must have an approved [Annual Meeting Room Application](#) on file

- Confirmation of this reservation will be emailed to the applicant.
- The library reserves the right to cancel any reservation in order to accommodate library activities.
- Reservations must include time for set-up and cleanup.
- Access will not be granted before the reservation start time.
- Special permission is required to stay past closing.
- Library Hours are M-TH, 9 am to 7 pm and FRI & SAT, 9 am to 5 pm.

Please return to: WataugaMeeting@arlibrary.org Questions: 828 264 8784 ext.2

Today's Date:

Reservation Date:

Reservation Time (including set up & clean up):

Group Name:

Meeting Purpose:

Applicant's Name:

Applicant's Address:

Applicant's Telephone Number:

Applicant's Email Address:

Position in the above organization:

A/V Equipment Requested: Please check all needed

☐ Podium with Mic ☐ Overhead projector with computer

☐ Virtual Video Conference Equipment ☐ None

Refreshments Served: ☐ Yes ☐ No

If yes, please note what type of refreshments will be served:

Please confirm that you have read and accept the following:

- ☐ Activities must conform to all library policies. Policies are available on the library's website and print copies may be requested.
- ☐ All events must be free and open to the public, media, and library staff.
- ☐ Reservations must be made by an adult who will be present for the duration and is responsible for attendees' adherence to the meeting room policy and other library policies.
- ☐ Meeting room applications and reservation forms will be considered part of the public record and will not be considered confidential patron records.
- ☐ If the library is closed due to adverse weather or another emergency, meeting room reservations are automatically cancelled.
- ☐ For-profit groups may only use meeting rooms for internal functions, such as interviews and training.
- ☐ Publicity must include the following statement: Appalachian Regional Library is not a sponsor of this event, nor does it endorse the beliefs, practices, or affiliations of the event sponsors.
- ☐ No funds shall be collected on library property. Groups may not charge admission, solicit funds or donations, prospect for customers, sell merchandise, or engage in fundraising.
- ☐ Adult supervision for events designed primarily for minors must guarantee a ratio of one adult for every ten minors.
- ☐ Groups are responsible for setup and cleanup, including cleaning the kitchen if used, wiping all tables, and the removal of garbage.
- ☐ The adult who completes the meeting room application and the adult who completes the reservation form are jointly liable for policy violations and damages to facilities, equipment, and property.
- ☐ As a condition of use of the meeting rooms, groups and individuals shall hold the library harmless from any claim or liability.

I attest that all information provided in this application is true and accurate. I attest that I have read, understood, and agree to abide by all provisions of the Appalachian Regional Library Meeting Room Policy. The library reserves the right to prohibit use of meeting rooms for just cause, including, but not limited to, improper use or prior misuse of facilities, failure to abide by the provisions of this policy, disruption of library business, and failure to compensate the library for damages.

Applicant's signature:

FOR LIBRARY USE ONLY

Date of receipt

County Librarian Signature _____ Date _____

Notes: