

Chatham Community Library: Holmes Meeting Room Application

Applications can be scanned and emailed to sclayton@chathamlibraries.org or faxed to 919-545-8080.

A completed application must be submitted for **each date** of use. Each application will be reviewed in the order received, and applicants will be contacted in regards to the status of their applications.

Reservations for the meeting room are not confirmed until the application has been approved. Please note that other applications may have been submitted before yours, and that submission of the application does not guarantee approval.

I have read the Meeting Room Policy (<http://www.chathamnc.org/index.aspx?page=1537>) and agree to adhere to all rules and regulations governing use of the meeting room. Individuals or organizations not complying with these rules may be denied use of the meeting rooms in the future.

_____ Today's date: _____
(Signature of applicant)

Date of use: _____ Time: _____ a.m./p.m. until _____ a.m./p.m.

Person applying: _____ Organization: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

E-mail address: _____

Subject of the meeting: _____ Expected attendance: _____

Equipment request:

___ DVD/VCR ___ data projector ___ screen

I accept full financial responsibility for the loss or damage of any equipment checked out on my library card. _____

(initials)

Library card # _____ Driver's license# _____

(for Chatham County Library card holders) (ALL applicants must provide this information.)

STAFF USE ONLY

___ Approved

___ Not approved

___ Approved subject to the following conditions: _____

_____ (staff initials & date)