



# Brunswick~Glynn County Library

Headquarters of Three Rivers Regional Library System

## MEETING ROOM RESERVATION FORM

**Mail or deliver completed form and \$50 fee to:**

BRUNSWICK-GLYNN COUNTY LIBRARY  
208 GLOUCESTER STREET  
BRUNSWICK, GA 31520  
ATTN: CIRCULATION SERVICES

GROUP/ORGANIZATION \_\_\_\_\_

Is this group/organization a unit of Brunswick, Glynn County, State or Federal governments, or of the Glynn County Board of Education? YES \_\_\_\_\_ NO \_\_\_\_\_.

**If yes, \$50 fee may not be required. Subject to approval by the Library.**

Date/Day of Meeting: \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Starting/Set Up Time: \_\_\_\_\_ Ending/Clean Up Time: \_\_\_\_\_

Contact/Responsible Person \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

PINES Library Card Number of responsible person: \_\_\_\_\_

For this event we will need access to the following equipment (please check all that apply):

\_\_\_\_\_ Laptop computer connection \_\_\_\_\_ Internet connection

\_\_\_\_\_ Projector/DVD/VHS \_\_\_\_\_ Screen Only

Any other equipment must be provided by your group/organization.

**I have received a copy of the Library's Meeting Room/Auditorium Use Policy. I agree to the terms set forth in that policy and agree that the group I represent will abide by the policy.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**PAYMENT OF \$50 is to accompany this reservation. Refunds available with 24 hour notice of cancellation.**



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**MEETING ROOM PROCEDURES**

The meeting room is available during library hours of operation. The Library opens to the public at 9:30 am. Any group that has been approved to use the room prior to 9:30 am must arrange for a member/participant to open the library door for other participants. Library staff will open the door initially for the group's representative, but will not be available to open the door as other participants are arriving.

Publicity may not indicate or imply Library sponsorship of the program.

Room capacity is 125 as specified by the laws and ordinances of the City of Brunswick. All groups must observe the meeting room capacity. There are approximately 90 chairs and 25 tables available for set up.

The use of the auditorium will normally be limited to adult groups. Youth groups with members under 18 years of age may use the room if a responsible adult has been designated and is present at all times.

Library staff is not available to relay messages. A courtesy phone for outgoing calls is available in the library.

Refreshments ARE NOT ALLOWED in the auditorium at non-library sponsored events. (A table with refreshments may be set up in the hallway outside the auditorium.)

Room set up/clean up is the responsibility of the users. The room must be returned to its normal configuration by users.

**Reservations and Fees**

All reservation requests are considered on a first-come, first-served basis. Reservations cannot be made more than six (6) months in advance. The meeting room cannot be reserved for any non-library group on a standing basis.

A maintenance fee of \$50.00 for the room is payable in advance. If a meeting is cancelled with at least 24 hours notice, the fee will be returned.

The library reserves the right to cancel a reservation if the space is required for its own use.

**Equipment**

Chairs, tables and a podium are provided. No outside furniture or decorations may be brought into the room.

A ceiling-mounted projection screen, video cable (excludes MACs), audio cable, handheld and lapel microphones, VCR and DVD players with remotes, ethernet cable and a power strip are available in the room. Users must provide their own media hardware and are responsible for all setup.

**Liability and Responsibility**

The library does not assume liability for injury or damage to a person or property which occurs as a result of the actions of the sponsors or participants in a meeting scheduled at the library.

Individuals signing the meeting room application form must have a valid PINES library card. A fee will be charged to users for repair of damage to facilities or for special cleaning fees. Fees will be assessed to the library card of the individual who signs the Meeting Room Application.