

Catawba County Library Application for Meeting Room Use

(application must be turned in at least 3 days - and preferably 14 days - before the event)

Library Location: _____

Applicant: _____ Position in Group (if applicable): _____

Name of Group: _____

Telephone: Primary _____ Secondary _____

Email: _____

Mailing Address: _____

Requested Reservation Date(s) and Times: _____

Purpose of Activity: _____ Estimated Attendance: _____

As the person making the meeting room reservation, I acknowledge and accept responsibility for ensuring compliance with the following criteria, as indicated by my signature below.

- I have read the Library Meeting Room Use Policy, had any questions I may have had answered, and agree to abide by everything in the policy. I understand that failure to abide by the policy may result in denial of future requests for meeting room reservations.
- I certify that the proposed meeting is for a non-profit educational, civic, cultural or other charitable community purpose and is open to the public. It is not a social function, and is not for religious or political activities, or for activity that would tend to incite or produce imminent lawless or disruptive action, and is not activity that is obscene or defamatory, and does not promote false or misleading information, and is not commercial in nature.
- I will not charge admission or fees, or promote, advertise, or sell products, services, or memberships, or conduct any for-profit activity or information distribution at the meeting.
- Any advertisement for activities held in the library will clearly identify the meeting sponsor by name, provide a contact phone number, and include the following statement: "This program is neither sponsored nor endorsed by the Catawba County Library or Catawba County Government."
- I will ensure that no one associated with this meeting or event will affix any signs, banners, or flyers to library property except the community message / bulletin board, if available.
- I will ensure the meeting room is cleared prior to library closing time, will leave the room secure and in clean and orderly condition, and will be responsible for all costs incurred by the County for cleaning or repair of damages.
- I will not serve or allow alcohol, or allow smoking or use of tobacco products or electronic cigarettes; or allow animals (except service animals), hazardous materials, or open flames.
- I understand library and county use takes priority, and the library reserves the right to cancel meetings in order to conduct library and county business.
- I agree to be responsible for any and all damages, including costs of cleaning over and above ordinary use, and to hold the County harmless and indemnify it for any injury or damage to persons or property.
- **FOR SHERRILLS FORD-TERRELL, ST. STEPHENS, AND SOUTHWEST AFTER-HOURS USE:** In the absence of county staff, I agree to be responsible for the space, ensuring that fixtures, furnishings, equipment, and appliances are safe and secure during and at the conclusion of use, and that the facility is secured according to instructions provided.
Deposit Received _____ (staff initial) Form of Payment: cash credit card check (#_____)

Signature of Applicant _____

Date _____