



189 Bellview Street
Winder, GA 30680
www.winder.prlib.org
Phone: 770-867-2762

The Winder Library

Application for Use of Library Meeting Room

Effective January 28, 2008, a non-refundable maintenance fee of \$75 is charged for the use of the library meeting room, per meeting, per day. The fee is \$25 for non-profit groups per meeting, per day.

NAME OF ORGANIZATION OR GROUP _____

PURPOSE OF MEETING _____

DATE OF MEETING _____

TIME MEETING WILL BEGIN _____ ADJOURN _____

TIME BEING BOOKED, INCLUDING TIME TO SET UP _____

NUMBER OF ATTENDEES EXPECTED _____

CONTACT INFORMATION FOR ORGANIZER:

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

By applying for the use of the Winder Library meeting room, I agree to adhere to the meeting room policy and to be responsible for any damage caused by our use of the meeting room.

SIGNATURE OF APPLICANT _____ DATE _____

NAME OF APPLICANT (IF DIFFERENT) _____

ADDRESS (IF DIFFERENT) _____

PHONE (IF DIFFERENT) _____

EMAIL (IF DIFFERENT) _____

FOR LIBRARY STAFF: DATE BOOKING IS CONFIRMED _____ STAFF INITIALS _____

DATE BOOKING IS PAID FOR _____ CHECK CASH CREDIT STAFF INITIALS _____