



189 Bell View Street
Winder, GA 30680
www.prlib.org
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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 will be \$25 for non-profit groups using the meeting room.

NAME OF ORGANIZATION OR GROUP _____

PURPOSE OF MEETING _____

DATE OF MEETING _____

TIME MEETING WILL CONVENE _____ ADJOURN _____

TIME BEING BOOKED, INCLUDING TIME TO SET-UP _____

PROBABLE NUMBER TO ATTEND _____

CONTACT INFORMATION OF PERSON WHOM LIBRARIAN SHOULD NOTIFY:

NAME _____

ADDRESS _____

TELEPHONE NUMBER _____

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 _____

ADDRESS _____

TELEPHONE NUMBER _____

FOR LIBRARY STAFF: DATE BOOKING IS CONFIRMED _____

DATE BOOKING IS PAID FOR _____