

**H. Grady Bradshaw Chambers County Library
Request for Use of Meeting Room**

The Lanier Room is available for use at no charge to any non-profit community organization or local business provided the room is not used for profit-making activity. Also, the Lanier Room may not be used by individuals for social functions such as wedding showers, teas or parties.

Please complete the form below. You will be contacted by a library staff member within two business days to confirm the availability of the Lanier Room.

If your organization has not used the Lanier Room within the current calendar year, the person responsible for the meeting will need to complete an Organization Registration Form.

Date _____

Name of Organization: _____

Person in Charge of Meeting: _____

Telephone Number: _____ (home) _____ (work)

Approximate attendance: _____

Date Needed: _____ Start time: _____ End time: _____

Has your group used the Lanier Room before? Yes ___ No ___
If no, you will need to complete the "Organization Registration Form"

I have read and agree to follow the meeting room use policy? _____

LIBRARY USE:
Meeting scheduled and confirmed _____
Date _____
Initials _____