



Chestatee Regional Library System

Serving Dawson and Lumpkin Counties

Dawson County Library Meeting Room Application

342 Allen Street • Dawsonville, GA 30534 • (706) 344-3690 • www.chestateelibrary.org

Reservations made by: _____ Phone: (____) _____ - _____

Meeting Date: _____ Time: _____

Group: _____ Responsible Party: _____

Number of people attending meeting: _____

What is the purpose of the meeting? *(This information allows our staff to give correct information for library patrons inquiring about the meeting)*

Will you need audio/visual equipment? _____ If so, what type(s)?

- slide projector
- screen
- overhead projector

IMPORTANT:

- You will need a library card to check out the meeting room key for meetings held before or after hours.
- You will need a library card to use the meeting room AV equipment.
- If you need to use the room before or after hours, please check out the meeting room key and/or AV equipment the day before your meeting.
- Please arrive 30 minutes before your scheduled meeting if you plan to use the AV equipment.
- The meeting room is only available to you during your scheduled times. Please include for any additional set-up time when reserving the meeting room. You will not be granted access to the room until your scheduled time.

I am aware of the Library's policies on the use of the meeting room, and this meeting will conform to those policies.

Signature: _____ Date: _____

Return form to:
Dawson County Library
342 Allen Street • Dawsonville, GA 30534
Phone: 706-344-3690 • Fax: 706-344-3991

STAFF USE ONLY: Recorded in book ___ yes ___ no date ___/___/___ Library Personnel: _____