



Chestatee Regional Library System

Serving Dawson and Lumpkin Counties

Lumpkin County Library Meeting Room Application

56 Mechanicsville Road • Dahlonega, GA 30533 • (706) 864-3668 •

www.chestateelibrary.org

- Meeting Room A (50)/Kitchen* Please note: There is a \$ 20.00 nonrefundable cleaning fee when the kitchen is reserved
- Meeting Room B (50)
- Both Meeting Room A & B (100)/Kitchen

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

Meeting Date: _____ Time: _____

Group: _____ Responsible Party: _____

Number of people attending meeting: _____

The smart screen TV is an 85" interactive display screen. Cables/adapters are provided so that you may connect your own computer to the smart screen display. We also have a wireless hand-held microphone, as well as a wireless lapel microphone that you may use.

Will you be using? The Clear Touch smart screen
 (Circle all that apply) Library Laptop/Cables
 Microphone (handheld // lapel)

REPLACEMENT COSTS
Handheld Microphone (\$337.35)
Lapel Microphone (\$379.00)
Dell Computer (\$1,500.00)
Computer Charging Cord (\$30.00)
Computer Bags (\$20 each)

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

IMPORTANT:

- You will need a library card to check out the meeting room key and AV equipment for meetings held before or after hours.
- If you need to use the room before or after hours, please check out the meeting room key the day before your meeting.
- 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.
- There is a \$ 250.00 replacement charge for a lost meeting room key.

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:
 Lumpkin County Library
 56 Mechanicsville Road • Dahlonega, GA 30533
 Phone: 706-864-3668 • Fax: 706-864-3937

Date Received ____/____/____ Library Personnel: _____

Branch Manager Approved _____ yes _____ no Date: ____/____/____