

**Laurens County Library System
Meeting Room Application**

The Laurens County library System offers use of its meeting rooms to the citizens, groups and businesses of Laurens County, for non-profit purposes. Nonprofit organizations and groups will be granted permission for free use of the meeting room on a first-come, first-served basis, upon application by an adult Laurens County citizen with a library card in good standing and a valid identification.

Name of Organization: _____

- Non-profit Government agency Other
 Business (\$50 fee if for sales or profit making purpose)

Purpose of Meeting: _____

_____ Laurens Library Meeting Room (up to 75 people)

Date(s) of Meeting(s) _____

Beginning Time (include time for set-up) _____ **Ending:** _____

Expected attendance: _____

I have read the Meeting Room Policy and regulations and agree to comply. I agree to be responsible to the Laurens County Library for the use and care of library property and facilities. I understand my responsibilities as the undersigned include paying for any damages to the library property and equipment occurring during or in connection with the meeting.

Signature: _____

Print Name: _____ **Library Card #:** _____

Address: _____

Telephone: _____ **Date:** _____

Office use only

Received: _____ By: _____ Reservations made: _____

\$50.00 fee paid if for profit making purposes: _____ (date)

Notes: