

**General Information**

Full Name: \_\_\_\_\_  
Name of Group/Business: \_\_\_\_\_  
Web Address (Businesses Only): \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Library Card Number: \_\_\_\_\_

**Meeting Room Specifications**

Library Location: \_\_\_\_\_  
Estimated # of guests: \_\_\_\_\_  
DATE: \_\_\_\_\_ TIME FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
DATE: \_\_\_\_\_ TIME FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
DATE: \_\_\_\_\_ TIME FROM: \_\_\_\_\_ TO: \_\_\_\_\_

\*For a list of our operating hours, visit [fulcolibrary.org/locations](http://fulcolibrary.org/locations)

Purpose of Meeting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Only at the Central Library) Request for Tables and Chairs**

<input type="checkbox"/> 6 ft. square table	Quantity: _____
<input type="checkbox"/> Round Table (for Library sponsored events only)	Quantity: _____
<input type="checkbox"/> Chairs	Quantity: _____

- **Meeting Room Applications must be received at least two (2) weeks prior to the event.**
- Learn more about the Meeting Room policy at [www.fulcolibrary.org/meeting-rooms](http://www.fulcolibrary.org/meeting-rooms)
- Read the Fulton County Library Code of Conduct at [www.fulcolibrary.org/code-of-conduct](http://www.fulcolibrary.org/code-of-conduct)
- The contact information above may be given to any person inquiring about this meeting.
- I have read the regulations governing use of the [meeting rooms](#) and the library system's [Code of Conduct](#) and agree to abide by the conditions set forth. I understand and agree that fees for damage to the facility will be assessed to my library card record. I also understand that permission to use a library meeting room does not imply endorsement of the aims, policies, or activities of any group or organization.
- **Food or beverages are prohibited in meeting rooms and lounge areas unless permission has been granted in these designated areas by special request.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Date Reviewed: \_\_\_\_\_ Reviewed/Approved by: \_\_\_\_\_  APPROVED  DENIED

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_