

**Bartow County Library System  
Cartersville Public Library  
Application for Use of Community Rooms**  
429 West Main Street, Cartersville, GA 30120  
Phone: 770-382-5657, ext. 121 Fax: 770-386-3056

*When not needed for library activities, Community Space is available for use by the public on a reservation basis.  
Please do not notify members of your group or consider the room booked until you have received written confirmation.  
Allow two weeks for processing of the application.*

*Payment is due with submission of application; refunds are only made if cancellation occurs two weeks prior to the scheduled event.  
Please return key card promptly for refund of key deposit; refunds are honored only if items are returned  
within 24 hours of return date.*

Group Name: (Also include how to list on the kiosk)		
Contact Person:	Phone: (Day)	Phone: (Cell)
Second Contact Person and/or Local Contact:	Phone: (Day)	Phone: (Cell)
Address of Organization:		
Purpose of Meeting:		
Room Requested (check one): Nathan Dean Room A <input type="checkbox"/> Nathan Dean Room B <input type="checkbox"/> Nathan Dean A & B <input type="checkbox"/> Conference Room <input type="checkbox"/> Instructional Center <input type="checkbox"/>		
Date Requesting:	Time Reserved (specify a.m. and/or p.m.):	
Alternate Date:	Alternate Time:	
Will food be served? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you reserving kitchen facilities? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Alcohol may not be served without prior Library Board of Trustee approval obtained during a quarterly Board meeting. All conditions required by the Board of Trustees must be met and required documents and licenses presented during application to the Board of Trustees.</i>		
Equipment Requested (you are responsible in advance for all deposits and fees): Equipment use instruction and orientation requires advance scheduling. The Library is not responsible for equipment failure or incompatibility. Microphone <input type="checkbox"/> Lectern <input type="checkbox"/> VCR/DVD player <input type="checkbox"/> LCD Projector <input type="checkbox"/> Sound System <input type="checkbox"/> Wireless Access <input type="checkbox"/>		
Room Arrangement: (please circle appropriate arrangement)	Number of Attendees:	
Auditorium Seating (specify number of chairs): Classroom Configuration (specify rows and columns): Number of tables, if any, required for food/beverage service:	Horseshoe Configuration (specify number of tables & chairs): Special Configuration (specify number of tables, chairs, and arrangement):	
The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of all Bartow County Library System Community Space. The undersigned assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to person, damage to Library facilities or Library or personal property, or loss of Library or personal property that may result from this use. The Bartow County Library System will not be responsible for any materials, equipment, or personal belongings left in the building. Persons/Organizations holding events assume responsibility for damage to rooms, equipment, or contents.		
Date of Application	Signature of Liable Person	
Would you like to be notified for application status via (check one) Phone: _____ Email: _____ Mail: _____ or Fax: _____		

**For Library Use Only**

Taken by:	Approved	Notice sent / /	Calendar Updated / /	AV Equipment Booked	Key Card Deposit	Kitchen and/or Food Use	Total Payment Received: \$
	Not Approved			Yes No	Yes No		

### **Hold Harmless Agreement**

The user/use permit holder agrees to hold harmless the Bartow County Library System Board for any injury or damages to the person or property of any person in the use of said premises or incurred during users/use permit holder's use of said premises and to defend that users/use permit holders' expense, any legal action that may be brought against the Bartow County Library System Board, the City of Cartersville, Bartow County Government or its agents, officers, board members or employees for personal injury and/or property damage during the period of use.

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Signature

Date

## CARTERSVILLE PUBLIC LIBRARY MEETING ROOMS FEE SCHEDULE

Effective July 1, 2005

ROOMS	CAPACITY	MAINTENANCE FEE	ADDITIONAL TIME OPTIONS	DEPOSITS	EQUIPMENT FEES	KITCHEN MAINTENANCE FEES*
Conference Room	10 @ table 15 total	\$25 per hour 2 hour minimum	\$10 / additional hour			
Classroom	24 @ tables 50 total	\$40 per hour 2 hour minimum	\$150 / 4 hours \$250 / 8 hours			
<b>Senator Nathan Dean Meeting Room</b>				\$200 after hour key deposit \$150 wireless microphone	\$100	\$100
Room A - AV setup	40 @ tables 90 total	\$100 per hour 2 hour minimum	\$350 / 8 hours			
Room B	40 @ tables 90 total	\$100 per hour 2 hour minimum	\$350 / 8 hours			
Combined Rooms	90 @ tables 180 total	\$200 per hour 2 hour minimum	\$500 / 8 hours			

For events scheduled during library hours of operation:

**If the event runs over the scheduled time, there is an additional charge of \$50 per hour.** A fifteen (15) minute grace period will be allowed at the end of the event/meeting. If the group has not vacated the building at the end of this 15-minute grace period, the additional hourly rate will be charged to compensate for staff time and maintenance fees.

**\*There is an additional maintenance fee of \$5 per hour when food is served in any meeting space.**