

APPLICATION FOR MULTIPURPOSE/MEETING ROOM USE  
Watauga County Public Library, 828-264-8784, X 2 / 140 Queen Street, Boone NC 28607  
Reservations may not be made more than 90 days in advance.

**Please call first to check availability: 828 264 8784 ext. 2**

Email application to: [wataugameeting@arlibrary.org](mailto:wataugameeting@arlibrary.org) The library will call or email to confirm all reservations.

By signing this agreement, I agree that:

- I have read the [Appalachian Regional Library Policy meeting rooms policy](#) \* & will comply with all regulations. Noncompliance may result in loss of meeting room use.
- No prospecting, soliciting, selling, taking orders, fund raising, or donation collection permitted.
- All applications for meetings/events open to the public are considered part of the public record.
- All promotion must include this statement in at least 12 point font: **"This program is not sponsored by Appalachian Regional Library or any of its member libraries."**
- No images of the library, its signage, or logo may be used.
- The name Watauga County Public Library may only be used if preceded directly by the word "location."
- The library is not responsible for any items, personal, owned, or leased.
- Meetings/ events must be within the library's regular operating hours and conclude 15 minutes prior to closing time. (Special permission from the County Librarian is required to stay later).

Organization or Group Name: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Time: \_\_\_\_\_ (latest end time 6:45 pm)

Applicant name printed \_\_\_\_\_

Applicant address \_\_\_\_\_

Applicant Telephone Number & email \_\_\_\_\_

The Library may give the following information to anyone inquiring about the meeting:

Equipment Needed:

Laptop  Digital Projector  Podium with Mic  Digital Video Conferencing Equipment/ "The Owl"

Concerning Meetings Closed to the Public:

Only meetings held by government groups or paying non-profit groups may be closed to the public. This meeting meets these criteria and is closed to the public  
Yes  No

Applicant Signature: \_\_\_\_\_

County Librarian Signature \_\_\_\_\_

Date application received \_\_\_\_\_

\*ARL Meeting room policy: <https://www.arlibrary.org/about-watauga-library/watauga-meeting-room>