

**Watauga County Public Library, 828-264-8784, X 2**  
**APPLICATION FOR MULTIPURPOSE/MEETING ROOM USE – Revised August 4, 2022**

Please email application to [wataugameeting@arlibrary.org](mailto:wataugameeting@arlibrary.org)

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 contact information to anyone inquiring about the program:

\_\_\_\_\_

**Audio Visual Equipment Needed:**

Laptop

Digital Projector

The Owl: Digital Video Conferencing Equipment/ The Owl

**Concerning Meetings Closed to the Public:**

No meeting may be closed to the public except for meetings held by government groups or paying non-profit groups.

This meeting is open to the public:      YES                      NO

I have read the Appalachian Regional Library Policy on the use of its meeting rooms,\* & I agree to comply with all regulations. I understand that failure to comply with such regulations may result in termination of the right to use the library meeting room facilities. I also understand that the library is not responsible for equipment, supplies, materials, or any personal possessions owned or leased by those sponsoring or attending the above meetings.

I also agree to the following:

By signing this application, I realize that I will be held responsible for ensuring that any oral or written promotion of the above meeting will include special accommodations for people with disabilities

All applications for meetings open to the public are considered part of the public record

Unless arrangements are made, meetings must be within the library's regular operating hours and conclude 15 minutes prior to closing time

If arrangements are made to stay past library closing, I agree that:

I will be the last one out

I will make sure the back door to the meeting room is secure

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

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

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

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

Reservations may not be made more than 60 days in advance. One reservation per day. Watauga County Public Library, 140 Queen Street, Boone NC 28607: [wataugameeting@arlibrary.org](mailto:wataugameeting@arlibrary.org)