

Watauga County Public Library, 828-264-8784, X 2
APPLICATION FOR MULTIPURPOSE/MEETING ROOM USE – Revised 1/31/24

Please call us before filling out this form to check availability: 828 264 8784 ext. 2

Please email application to 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:

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

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

The library will make every effort to accommodate meeting room requests, but due to the high demand for this meeting space, applicants must receive a confirmation from the library, either by phone or email, in order to consider their application processed and their reservation confirmed.

I also agree to the following:

By signing this application, I realize that I will 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