

Application Form

Use of Art Circle Public Library Meeting/Conference Room(s)

Date of Meeting: _____

Start Time (include set-up): _____ End Time (include cleanup): _____

Name of Lessee Group: _____

For Profit: _____ Non-Profit: _____ Individual/Private group: _____ Fee Exempt: _____

Purpose of Meeting: _____

Responsible person: (Name) _____

Contact information (responsible person)

Phone(s) (day) _____ (evening) _____ (cell) _____ (Fax) _____

E-mail: _____ Library Card #/Photo ID: _____

Mailing Address: _____

Number expected to attend: _____

Room Arrangement: (see capacity chart/seating diagram)

Banquet _____ Classroom _____ Auditorium _____ Other (specify) _____

Choice of Room(s): (see capacity chart)

Cumberland Room A&B _____ Cumberland Room A _____ Cumberland Room B _____

Plateau Conference Room _____

Optional Equipment: The following are items that are available upon request

(some fees may apply; some have limited availability):

___ Podium:	no charge	_____
___ Sound System w/microphone(s)	\$25.00	_____
___ MultiMedia Projector: (User's laptop, VCR/DVD)	\$10.00	_____
___ DVD/VCR & TV:	\$10.00	_____
___ DVD/VCR & MultiMedia Projector	\$20.00	_____
___ Overhead Projector:*	\$10.00	_____
___ Slide Projector:*	\$10.00	_____
___ Projection Screen:	no charge	_____
___ Piano (Cumb. Room A or A&B only)	\$25.00	_____

*limited availability

May the library include your event in library promotions? Yes _____ No _____

For Library Use Only:

Total Room Fee	_____
Total Optional Fees	_____
Total Deposits	_____
TOTAL FEES DUE	_____

Art Circle Public Library of Cumberland County

3 East Street ~ Crossville, TN 38555 ~ 931-484-6790 ~ www.artcirclelibrary.info ~ Fax #: 931-484-2350

Approved by the Cumberland County Library Board of Trustees on Tuesday, September 15, 2009.