

# MEETING ROOM RESERVATION REQUEST

## Chattahoochee Valley Regional Library System

Mildred L. Terry Branch Library  
640 Veterans Parkway  
Columbus, GA 31901  
Phone: 706-748-2851 Fax: 706-748-2853

Marion County Public Library  
123 East 5<sup>th</sup> Avenue  
Buena Vista, GA 31803  
Phone: 229-649-6385 Fax: Same As Phone

North Columbus Branch Library  
5689 Armour Road  
Columbus, GA 31909  
Phone: 706-748-2855 Fax: 706-748-2859

Lumpkin Public Library  
117 Main Street, Courthouse Square  
Lumpkin, GA 31815  
Phone: 229-838-6472 Fax: Same As Phone

South Columbus Branch Library  
2034 South Lumpkin Road  
Columbus, GA 31903  
Phone: 706-683-8805 Fax: 706-683-8809

Parks Memorial Public Library  
112 Wall Street  
Richland, GA 31825  
Phone: 229-887-2103 Fax: Same As Phone

Chattahoochee County Public Library  
262 Broad Street  
Cusseta, GA 31805  
Phone: 706-989-3700 Fax: 706-989-1850

Quitman County Public Library  
Building 2, Harrison Street  
Georgetown, GA 39854  
Phone: 229-334-8972 Fax: Same As Phone

We request that meeting room reservations be placed at least two weeks prior to the scheduled event. You will be notified of confirmation by telephone or via email.

***Meeting rooms are booked on a first come, first serve basis. You will not be guaranteed a meeting space without a completed, signed request form on file.***

Library \_\_\_\_\_

Name of Group Requesting Room \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Group Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Times Requested: From \_\_\_\_\_ To \_\_\_\_\_

Will Food Be Served? Yes \_\_\_ No \_\_\_

Will Alcohol Be Served? Yes \_\_\_ No \_\_\_

I have read and understand the Meeting Room Use Packet rules. By signing this request form, I agree to abide by the rules set by the Library for meeting room use. I understand that I am responsible for the room in its entirety for the duration of my reservation.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**THE** Chattahoochee  
Valley Regional  
**LIBRARY**  
SYSTEM