

MEETING ROOM RESERVATION REQUEST

Chattahoochee Valley Libraries

Marion County Public Library
123 East 5th Avenue
Buena Vista, GA 31803
229-649-6385

Lumpkin Public Library
117 Main Street, Courthouse Square
Lumpkin, GA 31815
229-838-6472

Parks Memorial Public Library
112 Wall Street
Richland, GA 31825
229-887-2103

Cusseta-Chattahoochee Public Library
262 Broad Street
Cusseta, GA 31805
706-989-3700

Meeting room reservations are to 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 _____

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

Signature _____

Date _____

