

# MEETING ROOM RESERVATION REQUEST

Columbus Public Library  
3000 Macon Road  
Columbus, GA 31906  
Phone: 706-243-2701  
Fax: 706-243-2712

Contact us by email at [meetingroom@cvrls.net](mailto:meetingroom@cvrls.net)

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 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.**

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 \_\_\_  
\*after regular library hours only

## Room Requested:

Auditorium (120) \_\_\_\_\_  
Synovus-CB&T Meeting Room (140/70) \_\_\_\_\_  
Rothschild Technology Room (10) \_\_\_\_\_  
Multimedia/Teleconferencing (12) \_\_\_\_\_

## Technology To Be Used in Meeting (check all that apply):

DVD/VCR \_\_\_\_\_  
Internet Connection \_\_\_\_\_  
Power Point \_\_\_\_\_  
Projector \_\_\_\_\_  
Video Conferencing (multimedia room only) \_\_\_\_\_

## Room Setup Information:

Extra table for food \_\_\_\_\_  
For Synovus-CB&T:  
Tables in rows \_\_\_\_\_  
Tables in horseshoe \_\_\_\_\_  
Chairs only \_\_\_\_\_  
Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have read and understand the Meeting Room Guidelines. 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 \_\_\_\_\_



**Hold Harmless Agreement**

The user/use permit holder agrees to hold harmless the Muscogee County Library Board for any injury or damages to the person or property of any person in the use of said premises or incurred during users/use permit holder's use of said premises and to defend at users/use permit holder's expense, any legal action that may be brought against the Muscogee County Library Board, the Muscogee County Board of Education, the Muscogee County School District or its agents, officers, board members, or employees for personal injury and/or property damage during the period of use.

**Alcoholic Beverage Agreement**

I understand that the serving of alcoholic beverages requires the prior written approval of the Library Director and is allowed only after regular library hours.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date