



Meeting Room Reservation Form
Brunswick-Glynn County Library Only

Group/Organization _____

Meeting Space Needed: (Auditorium - 125 max. occupancy, Small Meeting Room - 15 max. occupancy)

Auditorium - Full Day \$80 _____ Half Day \$50 _____

Small Meeting Room - Full Day \$55 _____ Half Day \$35 _____

Meeting Date _____ Number of Attendees _____

Starting/Setup Time _____ Ending/Clean-up Time _____

Reservation Contact _____

Library Card of Reservation Contact (Required) _____

Contact/Group Address _____

Phone _____ Email _____

Equipment Needed for Meeting: (check all that apply)

Laptop computer connection(excludes MAC's) _____ DVD player _____

Screen Only _____ Microphone _____ Projector _____

Tables _____ Podium _____

Please note that there is Wi-Fi in the Auditorium that cover both it and the small meeting room.

Refreshments:

Meal Service (commercially-catered food service, carry out, delivery meals and covered dish meals).
There will be an additional \$30.00 charge for a meal service.

Packaged Snack Food and Non-alcoholic drinks (must be approved)



Clean-up is mandatory. The user group will be charged an additional clean-up fee if the Auditorium or Small Meeting Room is left unclean. Please contact staff for additional trash cans, bags, vacuum, etc. needed for clean-up.

Payment is to accompany this Reservation Form.

A 7-day cancellation notice is required in order to receive a refund.

Payment Information:

Cash/Check# _____ Payment Amount \$ _____

I have read, understand, and accept responsibility for: (1) following and implementing the foregoing rules and regulations; and (2) paying all associated fees. I understand that a failure to comply with any of these rules and regulations or other staff directives will result in the immediate termination of Auditorium and Small Meeting Room privileges. Finally, I hold harmless the Marshes of Glynn Libraries, its officers, trustees and employees, and Glynn County, its officers and employees from all liability and damages directly or indirectly resulting from the use of the Auditorium and/or Small Meeting Room.

Signature _____

Name Printed _____

Date _____