



## Meeting Room Application

This application form serves as a group's contract for use of the Bristol Public Library meeting space. Please read carefully and return promptly.

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please indicate which room you would like to use:

J. Henry Kegley Meeting Room \_\_\_\_\_ Frances Kegley Conference Room \_\_\_\_\_

Fee category (see fee schedule):

City/Government \_\_\_\_\_ Non-commercial/Non-profit \_\_\_\_\_ Commercial \_\_\_\_\_

Date(s) of Meeting(s) \_\_\_\_\_

Number attending \_\_\_\_\_ Meeting start \_\_\_\_\_ Meeting end \_\_\_\_\_

Please note: There is an additional charge for after-hours use (see fee schedule).

Purpose of Meeting \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I will \_\_\_\_\_ will not \_\_\_\_\_ use the kitchen (see fee schedule).

I will \_\_\_\_\_ will not \_\_\_\_\_ use technical equipment (see fee schedule).

I am an authorized representative of the above organization. I have read and agree to comply with the policies and regulations of the Bristol Public Library meeting rooms. I accept responsibility both personally and as an organization for any damage to library property and will report such to library staff.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Meeting Room Set Up

Set up requirements: Please fill out the following to confirm your reservation. For more information on what types of equipment each room has available, please see the meeting room policy and guidelines. For any additional questions, please contact the meeting room coordinator by phone at 276-645-8780 or by email at [meetingroom@bristol-library.org](mailto:meetingroom@bristol-library.org).

Please indicate which set up you will need:

\_\_\_\_\_ **Standard set up**

For the Frances Kegley Conference Room, standard set up is 12-14 chairs placed around a large conference table. For the J. Henry Kegley Meeting Room, standard set up is 50 chairs in rows facing the front of the room with 3 six-foot tables alongside the room, which can be used for materials or catering. A single six-foot table is located in the hallway, as needed, for group registration.

\_\_\_\_\_ **Special set up**

Please describe your needs in detail in the space provided below:

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Invoices for use of the meeting rooms will be provided to the reserving party. Invoices can be mailed, emailed, faxed, or personally given to the individual making the reservation. Full or partial payment should be made one week (7 days) prior to the anticipated event date; full payment, if not made prior to event, must be made on the day of the event. Failure to make payment or follow meeting room policies and guidelines may result in the organization being denied future use of the meeting space; failure to cancel meeting 24 hours prior to event may result in loss of meeting room privileges and/or forfeiture of deposit payment.

When completed, please return to the meeting room coordinator at the Bristol Public Library. Completed forms can be faxed to 276-669-5593, scanned and emailed to [meetingroom@bristol-library.org](mailto:meetingroom@bristol-library.org), returned in person to the Reference Department at the Bristol Public Library, or mailed to the library as indicated below:

Bristol Public Library  
c/o Meeting Room Coordinator  
701 Goode Street  
Bristol, VA 24201

Please share attached map with meeting attendees, especially if your meeting begins or ends outside the regularly scheduled operating hours of the Bristol Public Library.