



CAROLINE COUNTY LIBRARY

17202 RICHMOND TURNPIKE
MILFORD, VIRGINIA 22514
804-633-5455
804-633-9069 (FAX)
WWW.CAROLINELIBRARY.ORG

Meeting Room Application

Date of Application: _____ (Reservations may not be made more than 2 months in advance.)

Organization Name: _____

Address: _____

Phone: _____ Email: _____

Responsible Party Name: _____ Phone: _____

Name of Event: _____

Is this event for (Check if applicable): A private event? _____ Fundraising? _____
Commercial purposes, like buying, selling, or marketing? _____ A candidate campaign? _____

Will there be an admission fee charged to attend the event? Yes _____ No _____

Date(s) of Requested Room Use: _____

Start Time: _____ End Time: _____

(Please note that rooms are not available outside of normal hours of operation and all programs must end 15 minutes prior to closing.)

Number of Expected Attendees: _____

Room Requested (Choose one): Bowling Green _____ Ladysmith _____ Dawn _____

Equipment Requested: _____

Special Requests: _____

I have read and received a copy of the Policy on Use of Meeting Rooms, and I accept responsibility and agree to abide by all the regulations in the policy. The Library may give out my name and telephone number to anyone inquiring about this program. I/We will hold the Caroline County Library harmless for any damages to property or persons while our group or organization uses Library facilities.

Signature: _____ Date: _____

DAWN BRANCH
31046 RICHMOND TURNPIKE
HANOVER, VIRGINIA 23069
804-632-8341

LADYSMITH BRANCH
7199 CLARA SMITH STREET
RUTHER GLEN, VIRGINIA 22546
804-448-0357

PORT ROYAL BRANCH
419 KING STREET
PORT ROYAL, VIRGINIA 22535
804-742-5254

Official County Website – www.co.caroline.va.us

*** In Office Use ***

Date Received: _____

Date Approved: _____

Staff Initials: _____