

Halifax County South Boston
Public Library System



Halifax County Public Library
177 South Main Street
Halifax, VA 24558
(434) 476-3357

South Boston Public Library
509 Broad Street
South Boston, VA 24599
(434) 575-4228

MEETING ROOM APPLICATION

Name of Organization: _____ 501(c)3 Status: ___ Yes ___ No

Business Address: _____

Individual Responsible Name: _____

Address: _____

Phone: Home _____ Business _____

Fax: _____ Email: _____

Subject, title or nature of meeting: _____

Date of meeting: _____ Estimated attendance: _____ Open to public? ___ Yes ___ No

Starting time _____ a.m./p.m.

Duration of meeting (duration must include both setup and teardown times): _____

A \$25 fee may be applied to for-profit organizations and private meetings.

STATEMENT OF DAMAGE RESPONSIBILITY:

I/We agree that our group/organization will assume total financial responsibility for any damage caused by our group or its guests while using the library facilities and equipment.

Signature of individual representing group or organization

_____ Date _____