

I understand that confirmation and acceptance of the Application is subject to review by the Library Director. I have read the Meeting Room Policy for the use of the Blount County Public Library Meeting Rooms and will insure that I, or my organization if applicable, am in compliance. I and my organization releases, indemnifies and will hold harmless the Blount County Public Library Board, Blount County, the City of Maryville, and the City of Alcoa, their officers, agents and employees, from any and all claims for injuries, damages or loss which may arise or which may be alleged to have arisen out of or in connection with the meeting. I understand that I will be responsible for all damages and clean-up costs, plus costs of collection, if any, resulting from this use of the facility.

Submitted by: _____ Date: _____

Print full Name: _____

Please return this completed form to: Blount County Public Library, 508 N. Cusick St., Maryville TN 37804 Attn: Meeting Rooms
865-982-0981 ask for Circulation OR fax 865-977-1142 or email form to: meetingrooms@blounttn.org

Payment Type

Cash Check Credit Card

Furniture & Media Equipment and Pricing

Equipment: The room configuration can be changed for your meeting but you must request this in advance so that our staff has time to make the necessary changes,

- _____ Wireless Microphone w/Stand N/C
- _____ Empty cart & extension cord N/C
- _____ Overhead Projector/Digital Screen

Furniture: *the following items are shared between all 3 meeting rooms, please request early.

_____ 6 ft. rectangular table (6 available)

_____ 8 ft. rectangular table (3 available)

_____ 60" Round Tables

_____ Tablecloths (**Additional \$10 Charge**)

I accept that I will be responsible for returning all equipment to designated Library personnel at the end of the scheduled program. Failure to do so may result in additional rental charges. I also understand that I am responsible for any and all damages to the equipment while it is in my custody. In the event of equipment malfunction, I will notify Library personnel. However, I understand that the Library does not have media staff to instruct in the correct use of the equipment. Instruction sheets have been provided to assist in proper hookups. I understand that alternative hookup arrangements may not yield proper results and may damage the equipment for which I will be held responsible.

Print Name

Signature

Date