



# COMMUNITY ROOM Reservation Request

ORGANIZATION NAME

ADDRESS

PHONE

PERSON APPLYING ON BEHALF OF ORGANIZATION

ADDRESS

PHONE

EMAIL ADDRESS

PREFERRED DATE/TIME

- I understand and accept the terms included in the Mauney Memorial Library Policy, and I understand that these terms are subject to change at the discretion of the library, with the exception of associated fees agreed to on this date.
- I understand that 3 months to the day before my intended use of the room is the maximum for submitting reservation requests in advance.
- I agree to indemnify and hold harmless the City of Kings Mountain, NC and all employees of Mauney Memorial Library, the Library Board of Trustees, and the City from any and all liability, loss, and cost or damage resulting in any way from my use of the library.
- I agree to a required fee of \$100 for serving refreshments in the room and/or use of the room's kitchen.
- I take full responsibility for all materials and equipment used on library property and for proper disposition of them. I further agree to take full responsibility for all activities of any caterers, directors, or other event sponsors, and for the behavior of all guests associated with my event.
- I understand that occupancy is limited to 85 persons.

I have received a copy of the Library Community Room policy agreement, and I understand it.

Staff Use Below

Community Room Coordinator

Staff Initial/Date

Food/Drink Fee Paid

Staff Initial/Date

Approved and signed for the City of Kings Mountain/ Mauney Memorial Library:

Library Director

Date

Applicant Signature

Date

**Mauney Memorial**  
LIBRARY

100 S. Piedmont Ave., Kings Mountain, NC, 28086  
www.MauneyLibrary.org | 704-739-2371