

Kanawha County Public Library system
Meeting Room Application

(Please print)

Date of application _____

Name of organization: _____

- Non-profit
 For-profit

Tax exempt ID no. _____

No. hours	Cost	Date Paid
-----------	------	-----------

Pay fee by check or cash, on or before the meeting date/time at the confirmed location.

Name of contact _____

Address _____

Telephone: (Day) _____ (Evening) _____

Purpose of meeting/program: _____

- Educational/intellectual Cultural Charitable

Expected attendance _____ Request for regular meetings *(In order to be fair and equitable, groups meeting on a regular basis are limited to two consecutive years per library facility.)*

Requested date(s) _____ Requested time _____ *(include setup and cleanup)*

Alternate date _____ Alternate time _____ *(include setup and cleanup)*

Number the locations in the order of your preference

- | | |
|--|---------------------------------------|
| _____ Charleston (capacity: 60) | _____ Dunbar (capacity: 80) |
| _____ Clendenin (capacity: 50) | _____ Elk Valley (capacity: 16 or 24) |
| _____ Cross Lanes (capacity: 40 or 2) | _____ Riverside (capacity: 10) |
| _____ St. Albans (capacity: 15 or 109) | _____ Sissonville (capacity: 40) |

Refreshments: No Yes *(subject to approval)*

ADA accommodations: No Yes

Indicate needed equipment: VCR Other _____

The applicant has read and, on behalf of the applicant's organization, agrees to be bound by the policy and rules established to govern the use of the library's meeting rooms. It is understood that failure to comply with any aspect of the policy may result in immediate or future loss of meeting room privileges.

Signature _____ Date _____

KCPL Library card no. _____

Approved Not approved By _____ on _____

Library Facilities with Meeting Rooms

◆ **Charleston • 343-4646 • fax: 348-6530**
123 Capitol Street, Charleston WV 25301
 Monday-Thursday 9 a.m. - 9 p.m.
 Friday and Saturday 9 a.m. - 5 p.m.
 Sundays (Oct.-April) 1 p.m. - 5 p.m.

◆ **Clendenin • 548-6370 • fax: 548-4841**
1 Cardinal Street, Clendenin WV 25045
 Tuesday and Thursday 10 a.m. - 8 p.m.
 Wednesday Noon - 6 p.m.
 Saturday 10 a.m. - 3 p.m.
 Sunday, Monday and Friday CLOSED

◆ **Cross Lanes • 776-5999 • fax: 776-6005**
5449 Big Tyler Road, Cross Lanes WV 25313
 Tuesday and Thursday 10 a.m. - 8 p.m.
 Wednesday 10 a.m. - 6 p.m.
 Friday 10 a.m. - 5 p.m.
 Saturday 10 a.m. - 2 p.m.
 Sunday and Monday CLOSED

◆ **Dunbar • 766-7161 • fax: 766-7242**
301 12th Street Mall, Dunbar WV 25064
 Monday, Tuesday and Thursday 10 a.m. - 9 p.m.
 Wednesday, Friday and Saturday 10 a.m. - 5 p.m.
 Sunday CLOSED

◆ **Elk Valley • 965-3636 • fax: 965-3702**
4636 Pennsylvania Avenue, Charleston WV 25312
Located at Big Chimney
 Tuesday and Thursday 10 a.m. - 8 p.m.
 Wednesday and Friday 10 a.m. - 5 p.m.
 Saturday 10 a.m. - 3 p.m.
 Sunday and Monday CLOSED

◆ **Riverside • 949-2400 • fax: 949-2409**
1 Warrior Way, Suite 104, Belle WV 25015
 Open to the Public:
 Monday 3 p.m. - 8 p.m.
 Tuesday and Thursday 10 a.m. - 8 p.m.
 Wednesday and Saturday 10 a.m. - 5 p.m.
 Sunday and Friday CLOSED

◆ **St. Albans • 722-4244 • fax: 722-4276**
602 4th Street, St. Albans WV 25177
 Monday and Tuesday 10 a.m. - 9 p.m.
 Wednesday, Friday and Saturday 10 a.m. - 5 p.m.
 Thursday 10 a.m. - 9 p.m.
 Sunday (October-April) 1 p.m. - 5 p.m.

◆ **Sissonville • 984-2244 • fax: 984-2251**
1 Tinney Lane, Charleston WV 25312
 Monday and Tuesday 10 a.m. - 8 p.m.
 Wednesday 10 a.m. - 5 p.m.
 Thursday 1 p.m. - 8 p.m.
 Saturday 10 a.m. - 3 p.m.
 Sunday and Friday CLOSED

Staff Use Only

Date & time received _____

Approved

Not approved **Referred to** _____ **Date** _____

Notes _____

Date calendar marked _____

Date contact notified _____

Date equipment scheduled _____

Library staff _____

(Initial front page on upper left when application process completed.)