



**WAYNE COUNTY**  
NORTH CAROLINA  
**PUBLIC LIBRARY**

119 W. Main Street  
Mount Olive, NC 28365  
919-299-8105 • www.wcpl.org

## J.D. Evans Community Room Application

Name of Organization: \_\_\_\_\_

Tax ID #, if applicable: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Person Responsible:

Equipment needed: (circle all that apply)

Name: \_\_\_\_\_

projector

Address: \_\_\_\_\_

laptop

\_\_\_\_\_

dvd player

Telephone: \_\_\_\_\_

speakers

The undersigned, who is responsible for the activities denoted above, agrees that:

1. The character of the program or meeting will conform to that stated in the application.
2. The rules and regulations of the Wayne County Public Library will be observed.
3. The undersigned has received and read the policy governing the use of the auditorium.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Users are responsible for their own set-up and clean-up. Chairs and tables are to be returned to the front closet. Failure to do so will result in the assessment of a \$25 fee.

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*For Office Use*

Fee Schedule:

- Non-Profit Organization: No Charge
- Commercial organization: \$125 for the first 3 hours, \$20 per hour thereafter

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \$ \_\_\_\_\_