

FAX COVER SHEET FOR MEETING APPLICATION

DATE:

TO: FAX #:

FROM: PAGES TRANSMITTED:

Conyers-Rockdale Library System
864 Green Street
Conyers, GA 30012
770-388-5041 - Phone
770-388-5043 - Fax

COMMENTS:

1. ALL MEETINGS HELD IN THE LIBRARY MUST BE OPEN TO THE PUBLIC.
2. Fees: The meeting room recovery fee is \$100 per day. Please bring a check for \$100 with your application made out to the Conyers Rockdale Library System. If your application is not approved your check will be returned.
3. Meeting rooms are available on the following days and times only:
Monday - Thursday: 10:00 a.m. to 7:30 p.m.
Friday & Saturday: 10:00 a.m. to 4:30 p.m.
4. Applications must be approved by the Director. Applicants will receive a phone call or email confirmation of denial usually within 10 days of the date application is received.
5. Do not advertise before your application has been approved.
6. Your application should be submitted to the Administrative Dept. at least ten days prior to the event, and not more than three months in advance.

Applications and recovery fee may be mailed to:
Conyers Rockdale Library System
864 Green Street
Conyers, GA 30012

Or you may bring it in person and leave it at the Circulation desk marked Attention:
Administrative Dept.

For additional information contact the Administrative Dept. at 770-388-5041.