Date Received:_____

Williamsburg Public Library Meeting Room
Application for Use
Turn in this completed form to the library with payment.

Name of Organization / Event: _____

Contact Person _____

Address _____

Phone_____ **Email** _____

Date(s) _____

Time *(4-hour block includes set up/take down)* _____

Approximate Number of Persons Attending _____

<mark>The fees below are for a four-hour block of time. If you require the room longer than 4 hours, there will be a charge of $5.00 per hour.</mark> In addition to the Room Rental Fee, a refundable $25.00 Damage Deposit Fee is required. **Payment is due at the time of reservation. If paying by check, two separate checks are required for the rental fee and deposit. Checks returned by the bank are subject to a $30.00 fee in addition to the rental charge.**

Room Request – Please check one of the following options:

    Meeting Room A (Large Meeting Room):

        _____ Community Groups/Non-Profit Groups ($25 deposit + $25.00 rental fee)

        _____ Business Groups/Individual Groups ($25 deposit + $50.00 rental fee)

    Meeting Room B (Small Meeting Room):

        _____ Community Groups/Non-Profit Groups ($25 deposit + $15.00 rental fee)

        _____ Business Groups/Individual Groups ($25 deposit + $30.00 rental fee)

If the Meeting Room is going to be used outside of library hours, you will need to coordinate with a librarian to pick up an access key in advance of your event. Additionally, library staff <u>will not</u> be available for technical assistance outside of normal library hours.

I have been provided a copy of the Meeting Room Policies and agree to its terms. I am responsible for any costs that may be incurred during my use of the meeting room.

    Signature: _____ Date: _____

    Name (please print) _____

☐   After my event, please shred my deposit check
☐   After my event, I will pick up my cash deposit or deposit check*

It is not the library's responsibility to remind users to pick up their cash deposit after the event. Deposits not picked up within 30 days of the event will be deposited by the Library.