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** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approximate Number of Persons Attending** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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. In addition to the Room Rental Fee there is a refundable $25.00 Damage Deposit Fee. **Payment (in the form of two (2) checks) is due at the time of reservation. 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 fee)

 \_\_\_\_\_ Business Groups/Individual Groups ($25 deposit + $50.00 fee)

**Meeting Room B (Small Meeting Room):**

 \_\_\_\_\_ Community Groups/Non-Profit Groups ($25 deposit + $15.00 fee)

 \_\_\_\_\_ Business Groups/Individual Groups ($25 deposit + $30.00 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 will not 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 deposit check\*

*\*If not picked up within 30 days following the event, the check will be shredded.*