

Date Received: _____

**Williamsburg Public Library Meeting Room
Application for Use**

Turn in this completed form to the library with payment.

Name of Organization _____

Contact Person _____

Address _____

Phone _____ Email _____

Date(s) _____

Time _____

Approximate Number of Persons Attending _____

Room Request – Please check one of the following options:

Meeting Room A (Large Meeting Room):

_____ Community Groups/Non-Profit Groups (\$25.00 fee)

_____ Business Groups/Individual Groups (\$50.00 fee)

Meeting Room B (Small Meeting Room):

_____ Community Groups/Non-Profit Groups (\$15.00 fee)

_____ Business Groups/Individual Groups (\$30.00 fee)

In addition to the Room Rental Fee there is a refundable \$25.00 damage deposit. **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.**

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