

Date Received / WPL Staff Member: _____

Williamsburg Public Library Meeting Room Application

Turn in this completed form to the library with payment (*cash or check only*) to secure your reservation.

Name of Organization / Event: _____

Contact Person _____

Address _____

Phone _____ Email _____

Date(s) _____

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

Approximate Number of Persons Attending _____

Room	Non-Profit Organizations (Civic & Community)		For-Profit (Business & Private Events)		Fee Total
	2 hours	4 hours	2 hours	4 hours	
Meeting Room A (Large)	\$25	\$50	\$50	\$100	
Meeting Room B (Small)	\$15	\$30	\$30	\$60	
Group Definitions	Groups that serve a public, educational, civic, or charitable purpose and do not charge admission or operate for profit.		Groups or events that are commercial, revenue-generating, or private in nature and not primarily intended as open community or civic gatherings.		
Need more time? Additional hours can be added only in 2- or 4-hour blocks, subject to availability. Extended time will be charged at the corresponding block rate.					

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 fob in advance of your event. **Is a key fob required? Y / N**

During normal library hours, staff assistance is not guaranteed for technology or other needs. Library staff will not be available for assistance outside of normal library hours.

Please carefully review the Responsibilities of Meeting Room Users before signing below:

- a. It is the responsibility of the user group to:
 - i. Set up chairs and tables as needed and return the meeting room to its original condition before leaving.
 - ii. Floor is picked up and vacuumed before leaving (vacuum located in Meeting Room A).
 - iii. Groups are also responsible for leaving the library restrooms as clean after use as they were prior to the meeting.

- iv. All refuse must be put in the provided garbage bag, taken from the room, and deposited in the library's outside dumpster.
- v. Sink and counter in the kitchen area are wiped clean, and any items are removed from the refrigerator.
- vi. All personal items have been removed.
- vii. The building is secured, and the key fob is returned in the outside library drop box if applicable.
- viii. Groups are strongly encouraged to take time-stamped photos of the room before and after their event for their records. Additional charges may be assessed if damage is discovered following use of the facility.
- b. No materials may be attached to walls, doors, ceilings, windows, or furnishings. This includes, but is not limited to, tape, adhesive strips (including 3M or Command™ products), hooks, nails, tacks, staples, putty, or any mounting devices.
 - i. Recently painted surfaces are especially susceptible to damage. Adhesive products may remove paint and drywall when removed. Any damage to walls or surfaces will result in repair charges, including repainting if necessary.
- c. Open flames on candles or other decorative pieces are not allowed.
- d. No alcohol, tobacco, or controlled substances may be possessed or consumed on the premises. Smoking is not permitted in any area of the building.
- e. Children or youth groups using the meeting room are required to provide on-site supervision by at least one adult (age 18 or older).
- f. Reservations must be made in advance. Library programming is given priority scheduling in the meeting rooms. Reservation requests must be made in writing on the application form provided and will not be confirmed on the calendar until payment is received for the reservation. Scheduling will be on a first-come, first-served basis. The person signing the form is the responsible party and shall be held accountable for damage to the facility, furnishings, fixtures, or equipment. The person signing the form shall be the contact member for the group.
- g. Groups that meet every month must be paid each month before the meeting. If the group wishes to pay more than one rental fee at a time within a six-month period, it must be a separate check for each reservation as a refund cannot be given.
- h. Meeting Times. Meetings may be held between the hours of 8 am and 9 pm.
 - i. If a meeting is scheduled outside of normal library operating hours, a preprogrammed key card must be picked up during regular library hours prior to the meeting date.
 - ii. After the meeting, the room must be cleaned, the building secured, and the key card placed in the library's outside drop box.

I acknowledge that I have received and reviewed a copy of the Meeting Room Policy and the Responsibilities of Meeting Room Users and agree to abide by all terms, conditions, and requirements outlined therein. I understand that I am responsible for any costs, damages, cleaning fees, or other charges incurred during my use of the meeting room.

Signature

Date