



APPLICATION FOR USE OF MEETING ROOMS

Name of organization/group: \_\_\_\_\_

Organization Type: Non-Profit: \_\_\_\_\_ For-Profit: \_\_\_\_\_

Date(s) of meeting(s)/Time(s): \*Please include the time needed to set up and break down.

\_\_\_\_\_

Character/purpose of meeting: \_\_\_\_\_

Responsible person (please print): \*Must be at least 18 years old. \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Will refreshments be served?** Groups must have special approval to serve refreshments. \_\_\_\_yes \_\_\_\_no

**You are responsible for clean-up. Cups with liquid should not be thrown away in the trash. Please empty in a sink first.**

**Room(s) requested and approximate number of attendees:**

\_\_\_ Room A: Equipped with a raised stage, ceiling projector and projector screen. # of people: \_\_\_ Capacity: 85

\_\_\_ Room B: Equipped with a sink & counter, and Portable TV. # of people: \_\_\_ Capacity: 34

\_\_\_ Room A&B: Equipped with a raised stage, ceiling projector and projector screen # of people: \_\_\_ Capacity: 119

\_\_\_ Conference Room: Equipped with a projector screen. # of people: \_\_\_ Capacity: 8

Please see the meeting room policy found online at [waynesboro.va.us/363/Policies](http://waynesboro.va.us/363/Policies)

**Fees:** Businesses and for-profit groups will be charged a fee of \$30 per use of Rooms A and B. The fee includes use of A/V equipment. Non-profits and civic groups are not charged a fee to use the meeting rooms. **Fees must be paid at time of room use.** There is no charge to use the Conference Room.

The Federal Copyright Act (Title 17 of the U.S. Code) requires a public performance license to be obtained for public presentation of a movie or other copyrighted work. A group wishing to present a copyrighted work must submit the performance license along with this application.

I, as the responsible person on behalf of the above organization, has read and agrees to comply with the policy and procedures governing public use of library meeting rooms. I understand that any damage to or loss of library property caused during or by the activity for which I am responsible for will be compensated for fully and promptly.

\_\_\_\_\_ Signature of responsible person      \_\_\_\_\_ Date of application