

Guidelines for Use of David Canon Belk Auditorium

All fees including damage deposit must be paid within one week (7 days) of the date reservation is made.

Date & Time of Event: _____

Date Fees Must be Paid in Full _____

Date Key Card will be Picked-up _____

Time Key Card will be active: _____

- Use of a room shall not interrupt the use of the library by others, and the Library's Code of Conduct policy still applies while using the room.
- The room should be kept clean during use and should be put back in original condition when finished:
 - 25 chairs should be left out
 - Each chair carrier can hold no more than 25 chairs. Please note the direction the chairs should be place on the carrier.
 - All tables are to be returned to the table carrier in the closet. **The carrier may NOT be removed from the closet at any time.**
 - Tables should be wiped down before being returned to the carrier.
 - Floor should be dust mopped/swept. Any spills need to be mopped using the "Swiffer wet-jet".
 - All cleaning supplies need to be returned to the closet when finished.
- No smoking, use of candles, smoke or fog generating equipment or apparatus is allowed.
- No open flames may be used for food warming (ie: sterno)
- One trash bag is provided in the trash can, all others must be provided by the user. All trash must be removed from the room to the outside trash cans on the church side of the library. DO NOT place trash in the brown "Yard Waste Only" cans.
- No alcoholic beverages will be served without special permission from the Farmville Board of Commissioners.
- Library equipment shall not be removed from the facility.
- No firearms, knives, explosives, or any other weapons are allowed in the facility or on the premises at any time.

Refundable Deposit Fee

Any damage incurred during a user's event is the **responsibility of the user** and their group. Users eligible to receive some or all their refundable damage deposit fee will be issued a refund within **fifteen (15) business days after** the event has taken place. The refund will be mailed to the user at the address given on the Meeting Room Reservation and Agreement form.