

## APPENDIX E

### FARMVILLE PUBLIC LIBRARY

#### Meeting Room Reservation Form and Agreement

Intended use of this reservation form and agreement is for the David Belk Cannon Auditorium and the Monk Family Conference Room.

Patron's printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Room requested: \_\_\_\_\_ Anticipated attendance: \_\_\_\_\_

Date(s) and time(s) requested: \_\_\_\_\_

User Type (as specified in Section 7.3): \_\_\_\_\_

Fee total: (All fees must be paid within one (1) business day of this request): \_\_\_\_\_

Facility	Library/Town or Library/Town Sponsored Use	Community Service Use	Private or Business Use Resident	Private or Business Use Non-Resident	Kitchenette	Damage Deposit Fee
David Belk Cannon Auditorium	No Charge	No Charge	\$200 per 4-hour period	\$300 per 4-hour period	\$30	\$100
Monk Family Conference Room	No Charge	No Charge	\$50 per 2-hour period	\$75 per 2-hour period		\$50

Do you have any Library equipment needs or tutorials on its use? \_\_\_\_\_

If so, what equipment? \_\_\_\_\_

*I have read, understood, and agree to abide by the Town of Farmville's library meeting room use policy (Chapter 7 of Farmville Public Library's Policies and Procedures).*

Patron's signature: \_\_\_\_\_

**For Staff Use at Time of Reservation Request**

Date requested is available?:  Yes  No

Total of fees collected (if applicable): \_\_\_\_\_ Date collected: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Director signature: \_\_\_\_\_

**For Use at Reservation Check-in**

Has the patron reviewed the Meeting Room Use Policy?:  Yes  No

Has the patron been given a tutorial on their requested equipment?  Yes  No  N/A

Has the patron been given a key card (after-hours, auditorium use only):  Yes  No  N/A

Patron's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES: \_\_\_\_\_

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