APPENDIX E
Meeting Room Reservation and Agreement Form

Patron’s Name: ____________________________________  Today’s Date: ____________
Telephone: __________________________  Email: __________________________________
Mailing Address: _______________________________________________________________
Organization: _________________________________________
Description of Program to be held: ________________________________________________

Room requested: ______________________________  Anticipated attendance: ____________
Date Requested:_______________________  Time Requested:_________________________
*Include at least 1 hour for set-up and 1 hour for clean-up.

<table>
<thead>
<tr>
<th></th>
<th>Library/Town or Library/Town Sponsored Use</th>
<th>Community Service Use</th>
<th>Private or Business Resident</th>
<th>Private or Business Non-Resident</th>
<th>Kitchenette</th>
<th>Damage Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Belk Cannon Auditorium</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$200 per 4-hour block *</td>
<td>$300 per 4-hour block *</td>
<td>$30</td>
<td>$100</td>
</tr>
<tr>
<td>Monk Family Conference Room</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$50 per 2-hour block *</td>
<td>$75 per 2-hour block *</td>
<td>[ ]</td>
<td>$50</td>
</tr>
</tbody>
</table>

Total Fees: ________________

Date fees must be paid in full: ________________

Do you need use of the computer/projector in the Auditorium?  □ Yes  □ No  □ N/A
Do you need use of the HDMI cable for the Conference Room?  □ Yes  □ No  □ N/A

Has the patron been given a tutorial on their requested equipment?  □ Yes  □ No  □ N/A
Has the patron reviewed the Meeting Room Use Policy?  □ Yes  □ No
Has Staff reviewed the Guidelines for Auditorium Use and you a copy?  □ Yes  □ No

Does patron need a key card (after-hours, auditorium use only):  □ Yes  □ No

Date Patron will pick-up key card: ________________

Patron’s signature: ____________________________________  Date: ______________
Staff signature: _________________________________________  Date: ______________
For Staff Use

Total of fees collected (if applicable): _______________    Date collected: _______________

Staff signature: ________________________  Director signature: ________________________

On-Going Usage

Ongoing Usage Date(s) and Time(s):

________________________________________

________________________________________

________________________________________

NOTES:
____________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
___________________________________________________________________________________
Guidelines for Use of David Canon Belk Auditorium

Date & Time of Event: ________________________________

Date Fees Must be Paid in Full __________________

Date Key Card will be Picked-up ________________

• 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 placed 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, open flames, 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 the event is the responsibility of the lessee. Lessees 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 address given on the Meeting Room Reservation and Agreement form.
Guidelines for Use of Monk Family Conference Room

Date & Time of Event: ______________________________
Date Fees Must be Paid in Full _________
Date Key Card will be Picked-up __________

• 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:
  • 10 chairs around the table
  • Table should be wiped down.
  • HDMI cable returned to circulation desk (if applicable)

• No food allowed in the Monk Family Conference Room. Drinks with lids are permitted.

• 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. One trash bag is provided in the trash can, all others must be provided by the user.

• 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.

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Any damage incurred during the event is the responsibility of the lessee. Lessees 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 address given on the Meeting Room Reservation and Agreement form.