

L. E. SMOOT MEMORIAL LIBRARY

9533 Kings Highway Phone: 540-775-2147
King George, Va. 22485 Fax: 540-775-3769

Meeting Room Application

Date of Application: _____ (Bookings may not be made more than 3 months in advance)

Organization Name: _____

Address: _____ City, Zip: _____

Phone: _____ Email: _____

Responsible Party Name: _____ Phone Number: _____

Is this a designated not-for-profit organization? Yes No (Proof of status may be requested)

Date(s) of Requested Room Use: _____ (Limited to two uses per month)
(date 1) (date 2)

Start Time: _____ End Time: _____ (room availability ends 10 minutes prior to closing)

Number of Expected Attendees: _____ (See reverse for occupancy levels)

Room Requested: (Check Box) Room preference is not guaranteed. Limited to one room per use

Meeting Room A Meeting Room B Meeting Room AB Program

Equipment Requested: (Check Box)

Podium Projector Projection Screen DVD/Blu-Ray Player

Payment: Payment in full required within 10 days of application.

Cancellation: Bookings will automatically be cancelled after 10 days if payment is not received.
Access to rooms prior to your Start Time or staying beyond your End Time could result in additional charges.

I have read and received a copy of the Meeting Room Policy, and I accept responsibility, as well as any damages and/or fees, as outlined. The Library may give out my name and telephone number to anyone inquiring about this program. I/We will hold the L. E. Smoot Memorial Library harmless for any damages to property or persons while our group or organization uses Library facilities.

Signature: _____ Date: _____

*****In Office Use*****

Payment Receive Date: _____ Payment Amount: _____

Reservation Approval Date: _____ Staff Initials: _____

	Program Room	Meeting Room A or B	Meeting Room A & B
Room Occupancy	16	16 with tables 20 without tables	32 with tables 45 without tables
Non-Profit Fees	\$0	\$0	\$0
For-Profit Fees	\$10/hour	\$25/hour	\$50/hour
AV Capacity	Screen Projector Dry Erase	Screen Projector	Screen Projector
AV Fees	\$15, \$0 for Dry Erase	\$15	\$15
Repair Fees	At Cost	At Cost	At Cost
Maintenance/Cleaning Fees	\$15/hour	\$15/hour	\$15/hour