



LIBRARY MEETING ROOM USE RESERVATION FORM

Date(s) needed _____ Time: from _____ to _____ (if multiple dates attach list)

Name of Group or Individual _____

Reason for meeting room use (e.g. personal study session or training session)

Contact person (if different from above) _____

Wk. Phone _____ or personal phone _____

E-mail _____ (if preferred contact method)

Any special needs? _____

I understand that our group is responsible for setting up the room and for leaving it in the same condition and configuration as it was before we used it. I have read the Library Meeting Room Use Policy and agree to abide by all of its conditions.

Signature of responsible party _____

Printed Name _____

Branch specific information:

The **Main Library** meeting room is available for booking through us from 9:30 a.m. until 5:30 p.m. M-F and 9:30 a.m. -1:30 p.m. on Saturdays. No bookings will be made for holidays or scheduled closings. Bookings outside those hours can be made through the Virginia Cooperative Extension Office (540) 672-1361.

The Main Library meeting room capacity is 55 persons.

AV equipment available is: TV, pull-down screen, overhead projector.

Wilderness Branch's Warren Lodge Meeting Room is available for booking from 6:00 a.m. until 11 p.m. Monday through Saturday. No bookings will be made for holidays or scheduled closings. Use outside of the Library's normal operating hours requires a refundable \$50 deposit in advance to obtain a key to enter the library. The normal operating hours are: 10:00 a.m.-7:30 p.m. M-T, 12:30 p.m.-7:30 p.m. W, 10:00 a.m.-5:30 p.m., Th., Fri. and 10:00 a.m. - 2:00 p.m. Sat.

The meeting room capacity is 35 people.

There are 4 tables and 36 chairs available.

AV equipment available is: TV, DVD Player, pull-down screen, wireless Internet.

Gordonsville Branch's Harry T. Peters Memorial Meeting Room is available for booking from 6:00 a.m. until 11 p.m. Monday through Saturday. No bookings will be made for holidays or scheduled closings. Use outside of the Library's normal operating hours requires a refundable \$50 deposit in advance to obtain a key to enter the library. The normal operating hours are: 9:30 a.m.-7:30 p.m. T-W, 9:30 a.m.-5:30 p.m., Th., Fri. and 9:30 a.m. - 1:30 p.m. Sat.

Meeting room capacity with tables and chairs is 36 people.

There are 5 folding tables and 24 chairs available.

AV equipment available is: TV, DVD Player, pull-down screen, wireless Internet.