

# Massanutten Regional Library Main Meeting Room Use Application

Organization Name: \_\_\_\_\_

Organization Phone Number: \_\_\_\_\_

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

Purpose of Meeting: \_\_\_\_\_

Number of expected attendance: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

- As a representative of the organization, I have read the policy and guidelines that govern the use of the meeting rooms and agree to abide by them.
- I understand that if we do not abide by this policy and these guidelines, library staff has the right to terminate any future scheduled meetings and deny future use of the rooms.
- I understand that before any meeting will be booked, any and all fees will be paid.
- I understand that unless the meeting is free and open to the public, I will be charged the for-profit rate.
- I understand that there may be no admission charged and no products or services advertised, solicited, or sold.
- I will give the library 24 hours notice for cancellations. I understand that not doing so will result in forfeit of the complete reservation fee.
- I understand that the phone number I give may be given to anyone who may inquire about the meeting.

Name and title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I authorize library staff to open the room for other attendees, prior to my arrival. I understand that I will remain responsible for all policies, guidelines, and costs.

Comments: \_\_\_\_\_

Payment method (circle one):

Cash            Check (made payable to Massanutten Regional Library)            Credit Card

Circle one: Visa or MasterCard            Credit Card#: \_\_\_\_\_

Security code \_\_\_\_\_ (on back of card)            Expiration Date: \_\_\_\_\_            Billing Zip: \_\_\_\_\_

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## STAFF USE ONLY

Approved/Denied by: \_\_\_\_\_

Conference Phone \_\_\_\_\_

Date: \_\_\_\_\_

Fees: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Usage \_\_\_\_\_  
Technology \_\_\_\_\_  
Kitchen \_\_\_\_\_  
Sound System \_\_\_\_\_  
Easel \_\_\_\_\_

Paid by: Cash  
Check  
Credit Card  
          Visa / MasterCard