



Lancaster Community Library

2024 Meeting Room Reservation Form

P. O. Box 850, 16 Town Centre Drive, Kilmarnock, VA 22482
804-435-1729 * www.lancasterlibrary.org

Organization Name: _____ **Contact Person:** _____

First Name: _____ **Last Name:** _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Cell Phone: _____ **Home Phone:** _____ **Work Phone:** _____

Email: _____

☐ I certify that I am 18 years or older.

Event / Meeting Information

Type of event:

☐ Organization or community meeting where attendees are not charged.

☐ Meeting for profit business, nonprofit fundraiser or ticketed event, or event/meeting where attendees are charged. A deposit is required for events serving food.

Event Description: _____

Event Date(s): _____

Set-up time: _____ **Event start time:** _____

Take down time: _____ **Event end time:** _____

Total time needed for event: _____

Room Requested:

☐ Small Meeting Room (1st floor)

☐ Large Meeting Room (2nd floor)

Applicants who require AV or computer equipment should schedule a time to discuss requirements with technology staff before the meeting.

~ Technology staff is not always available at the time of a meeting. ~

Equipment Requested:

Please check any equipment your group may need:

☐ Microphone

☐ Wall Monitor Access

☐ Laptop (Borrowed from LCL)

☐ PowerPoint Clicker (USB Connection)



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Description of AV or computer equipment needed for meeting:

Fees (to be completed by library staff):

☐ Required fees and deposit for for-profit businesses, nonprofit fundraisers or ticketed events, and events/meetings where attendees are charged.

_____ \$100 for up to 5 hours (includes set up, event, and take down)

_____ \$50 per hour for every hour over 5 hours.

_____ \$250 Deposit for events serving food. Will be deposited into the library bank account and reimbursed upon satisfactory condition of facility and keys returned.

☐ \$100 charge for a meeting held on Sunday with approval of the Library Director.

☐ No charge for community/organization meetings if attendees are not charged and the room is left in clean condition including trash removal, and the meeting is not held on Sunday.

(Donations are always gratefully accepted.)

Notice: A \$250 cleaning fee or fees for damages will be incurred whether or not the organization paid for use of the room, if the room is left in an unacceptable condition (i.e. trash not removed, room left in dirty condition such as food on the floor, or room is damaged).

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I have read and received a copy of the meeting room policy:

Applicant signature: _____

Staff signature: _____

Please make checks payable to: Lancaster Community Library

Form of ID provided: _____ Amount paid: _____

Check no. _____ Name on check: _____