

Botetourt County Library  
Application for Reserving Use of Meeting Room

Name of Organization \_\_\_\_\_

Type of Organization (please check one) Non-commercial  Commercial

Name of Contact Person \_\_\_\_\_

Phone Number and E-Mail \_\_\_\_\_

Date and Time Requested \_\_\_\_\_

Library Location \_\_\_\_\_

Library Equipment Needed (please circle)

TV    LCD Projector    DVD Player    Lectern

Additional Information \_\_\_\_\_

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Fees are charged for reserving a room unless the organization is Botetourt County government or a federal, state, or local educational institution. Reservation fee is \$5 for non-commercial organizations and \$25 for commercial organizations. Reservations may be made for up to a 4-hour period of time. There is a \$20 per hour charge if a room needs to be cleaned after use. Fees become effective February 1, 2011.

I have read and agree to abide by the meeting room policies of the Botetourt County Library.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(date)

Please return completed form to library where room is to be reserved.