

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 _____

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.