

COUNTY GOVERNMENT CENTER MEETING ROOM RESERVATION APPLICATION

Application must be completed by an authorized, responsible official of the organization seeking a reservation. Fees stated herein are current as of November 22, 2022, but are subject to change without notice.

DATE(S) Requested: _____ Time Requested: From _____ am/pm to _____ am/pm
Room: <input type="checkbox"/> Board Auditorium (Limit 194) <input type="checkbox"/> Meeting Room Two (Limit 30, recommended 20)
<input type="checkbox"/> Meeting Room One (Limit 30, recommended 20) RESERVATION ACCEPTED FOR MONDAY THROUGH FRIDAY ONLY

Name of organization: _____

Contact Person: _____ Email Address: _____

Phone Numbers: Office: _____ Home: _____ Cell: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Non-Profit Purpose & Nature of Organization: Please check applicable.

_____ Civic _____ Cultural _____ Political
_____ Charitable _____ Educational _____ Other: (Specify) _____

Reason for Meeting: _____

I guarantee in the name of my organization, identified above (hereinafter, Organization), the following:

1. Organization will abide by the County Facility Use Policy.
2. Organization assumes responsibility for any damage to the County building, equipment, or contents thereof resulting from Organization's use of the County facility.
3. Organization is nonprofit and meetings are for civic, charitable, cultural, educational, educational, or intellectual purposes. No money shall be exchanged during the use of the County meeting room.
4. Organization will not meet for any unlawful purpose.
5. Organization agrees to defend, indemnify, and hold harmless the County of Washington, Virginia, its officers, agents, and employees, from the claims of all parties for damage or loss by reason of personal injury or property damage or loss in any manner arising as result of or by reason of the use of such facilities by the applicant. We further agree to reimburse the County of Washington, Virginia for any damage done to property or facilities owned by the County as a result of or arising out of the use of such properties and facilities by the applicant.
6. No security fee will be paid if local law enforcement officer is present and responsible for the security of the Government Center Building.

SPECIAL CONDITIONS: _____

Signature of Applicant on Printed Name DATE
Behalf of Organization

Treasurer's Office Staff Use Only:

<u>Security Fee Deposit of \$26 per hour after 5:00 pm (2 hour minimum required)</u>	
Amount Received: _____	Date Received: _____
Staff Initials: _____	