



# ORANGE COUNTY LIBRARY

## LIBRARY MEETING ROOM USE RESERVATION FORM (2/24)

**ALL RESERVATIONS MUST BE MADE THROUGH LIBRARY STAFF**

**CALL OR VISIT YOUR BRANCH TO SCHEDULE**

Date(s) Needed: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_ (if multiple dates attach list)

Name of Group or Individual: \_\_\_\_\_

Reason for Meeting Room use (e.g. personal study session or training session):

\_\_\_\_\_  
\_\_\_\_\_

Contact Person (if different from above): \_\_\_\_\_

Work Phone: \_\_\_\_\_ or Personal Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Any Special Needs? \_\_\_\_\_

I understand that our group is responsible for setting up the room and for leaving it in the same condition and configuration as it was before we used it. I have read the Library Meeting Room Use Policy and agree to abide by all of its conditions. A fee may be assessed for cleaning or damages should the room not be left in its original condition.

Signature of Responsible Party \_\_\_\_\_

Printed Name of Responsible Party \_\_\_\_\_

## BRANCH SPECIFIC INFORMATION

The Main Library Meeting Room is available for booking through us from 9:30 AM – 5:30 PM Monday through Friday and 9:30 AM – 1:30 PM on Saturdays. No booking will be made for holidays or scheduled closings. Bookings outside those hours can be made through the Office on Youth (540) 672-5484.

The Main Library Meeting Room capacity is 55 persons.

There are six tables and 28 chairs.

AV Equipment Available: 75" TV, Blu-Ray Player, VGA and HDMI Connections

Main Library 146A Madison Rd. Orange, VA 22960 (540) 672-3811

Wilderness Branch's Warren Lodge Meeting Room is available for booking from 7:30AM– 9:00 PM Monday through Saturday. No bookings will be made for holidays or scheduled closings. Use outside of the library's normal operating hours requires a refundable \$50 deposit in advance to obtain a key to enter the library. The normal operating hours are: 10:00 AM –7:30 PM Monday and Tuesday, 12:30 PM – 7:30 PM Wednesday, 10:00 AM – 5:30 PM Thursday and Friday and 10:00 AM – 2:00 PM on Saturday.

The Wilderness Meeting Room capacity is 35 persons.

There are 6 tables and 24 chairs available.

AV Equipment Available: 75" TV, Blu-Ray Player, VGA and HDMI Connections

Wilderness Branch 6421 Flat Run Rd. Locust Grove, VA 22508 (540) 661-5434

Gordonsville Branch's Harry T. Peters Memorial Meeting Room is available for booking from 8:00 AM - 9:00 PM Monday through Saturday. No bookings will be made for holidays or scheduled closings. Use outside of the library's normal operating hours requires a refundable \$50 deposit in advance to obtain a key to enter the library. The normal operating hours are: 9:30 AM – 5:30 PM Monday, 9:30 AM – 7:30PM Tuesday and Wednesday, 9:30 AM – 5:30 PM Thursday and Friday and 9:30 AM – 1:30 PM Saturday.

The Gordonville Meeting Room capacity is 36 people.

There are 5 folding tables and 24 chairs available.

AV Equipment Available: 75" TV, Blu-Ray Player, VGA and HDMI Connections

Gordonsville Branch 319 N. Main St. Gordonsville, VA 22942 (540) 832-0712