

Meadowview Community Center
13168 Meadowview Square
P O Box 530, Meadowview, VA 24361

Room Reservation Form (revised June 2021)

Name: _____

Address: _____

Phone: _____ Date _____

Number of Hours: _____ Time: _____ to _____

Approximate Number of People: _____

Check all the following you wish to reserve.

____ Community Room

____ Conference Room

____ Basic Kitchen Use: ice maker, coffee maker, pitchers, sinks, refrigerator, small freezer,
carts, and microwave

____ Full Kitchen Use: basic kitchen use plus stove for cooking, dishwasher and dishes

**Rental Fees (Please note: A \$25 return check will be required for any check with
insufficient funds)**

____ Community Room: \$10.00 per hour (rental includes Basic Kitchen Use)

____ Conference Room: \$10.00 per hour

____ Full Kitchen Use: \$10.00 per hour

Deposits

____ Community Room: \$25.00

____ Conference Room: \$25.00 Refundable

\$ _____ Total Amount Due

Rental time includes setup and cleanup time.

Reservation is not final until all fees are received. A thirty-day cancellation notice is required.

Fees must be paid by check.

**Note: Please write separate checks for the deposit and rental payable to:
Meadowview First, Inc.**

**Please return the completed rental form and checks to:
Gail Bricker 30069 Lee Hwy, Glade Spring, VA 24340**

Deposit received: _____

Check #: _____

Reservation fee received: _____

Check #: _____

Total received: _____

Received by: _____ Date Received: _____

PLEASE NOTE

It is the responsibility of individual participants attending events at the Meadowview Community Center to follow current public health guidelines including masks, social distancing, and event capacity. Meadowview First, Inc will not be responsible for enforcing these guidelines and will not be held liable for non-compliance.

Meadowview First reserves the right to deny a rental request if any of these rules have been broken in the past.

Meadowview First, Inc. has repainted the interior walls of the community center. This was done at considerable expense made necessary due to damage from the use of tape, tacks, and staples on the walls.

One of the policies for use of this facility is: **the use of tape, tacks, nails or other materials which damage the painted walls or wood surfaces of this facility is strictly forbidden.** This is not a new policy, but rather a stricter enforcement of existing policy.

The only exception would be the use of materials which would not damage the painted surface.

If damage to this facility occurs during your rental period, your deposit will be forfeited, and you will be responsible for the cost of repairs. Your use of this facility in the future may be denied.

Another problem has developed with renters not completing activities, including set-up and clean-up, within the time rented. From now on **your deposit will be forfeited if you exceed the rental period.**

It is the responsibility of the renter to clean, vacuum, and take all trash to the dumpster behind the building. Failure to do so will result in the forfeiture of your deposit.

A minimum rental charge of \$30.00 for up to 3-hours has been established, effective immediately. Each additional hour costs \$10.00.

I understand that a \$25 return check fee will be required for any check with insufficient funds.

Thank you
Meadowview First Board of Directors

I have read and accept the terms above: _____

Signature of renter

Rev June 2021