



# Meadowview Community Center

13168 Meadowview Square  
P.O. Box 530  
Meadowview, VA 24361  
276-944-3170



## Room Reservation 2018

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

Approximate Number of People: \_\_\_\_\_

### Check all of 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

\_\_\_\_ Community Room: \$10.00 per hour.

(Community Room rental includes Basic Kitchen Use)

\_\_\_\_ Conference Room: \$10.00 per hour

\_\_\_\_ Full Kitchen Use: \$10.00 per hour

### Deposits

\_\_\_\_ Community Room: \$25.00 Refundable

\_\_\_\_ Conference Room: \$25.00 Refundable

**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**

\_\_\_\_\_ 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.**

Deposit received: _____	Check #: _____
Reservation fee received: _____	Check #: _____
Total received: _____	
Received by: _____	Date received: _____

**It is the responsibility of the renter to clean, vacuum, and take all trash to the dumpster behind the building.**