

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

Room Reservation Form (revised Nov 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 (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: \_\_\_\_\_  
Reservation fee received: \_\_\_\_\_  
Total received: \_\_\_\_\_

Check #: \_\_\_\_\_  
Check #: \_\_\_\_\_

Received by: \_\_\_\_\_

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

## PLEASE NOTICE

Meadowview First, Inc. has recently had the interior walls of the community center repainted. 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.**

Meadowview First strives to make the community center clean, welcoming and available for use by members of the community at a very affordable cost. Please help us keep it in good condition for the enjoyment of everyone.

Thank you  
Meadowview First Board of Directors

I have read and accept the terms above: \_\_\_\_\_  
Signature of renter