ROOM RESERVATIONS

Capacity _____ Date/Time Requested _____

100.....Board Room.....

153.....Court Room.....

1. Use of meeting rooms is available to ALL Village of Fayetteville residents or property owners.

2. All reservations must be made through the Village of Fayetteville Clerk's office at 637-9864.

3. Use of meeting rooms is limited to activities for which there is no fee charged (e.g. birthday parties, baby, wedding showers) or by non-profit entities.

4. The use of the room by all individuals and/or groups will require a deposit of $250.00 to be held by the Village of Fayetteville until you are done using the room. Individuals and/or groups will be held liable for all damages associated with your use of the room.

5. It is the responsibility of the individual and/or group to return the room to the form in which you received it at the beginning of the event. If the room is not returned to its original form, there will be a charge for the time and resources necessary to return the room to working order.

6. Any items brought into the building by you or participants in your event must be removed at the end of the event. Decorations or items may not be affixed in any way that permanently affects the building. No candles are allowed. Food and trash must be removed at the completion of the event. (No cleaning supplies or vacuum available and would need to be provided by you.)

7. Upon completion of your event, the deposit will be refunded less any fees associated with cleaning or damage. If any damage or cleaning expenses exceed the deposit, the Village of Fayetteville will pursue reimbursement from the individual and/or group not to exceed the actual costs expended.

8. The Village of Fayetteville reserves the right to deny access to the meeting rooms based on prior-use history.

9. SEE ALSO "ROOM USE POLICY"

I have read the above and am in agreement with the policy. I accept full responsibility for use of room and return of key:

_____
Signature

_____
Print Name

_____
Address (must be in the Village of Fayetteville)

_____
Date

DATE/PERSON KEY GIVEN TO: _____

KEY RETURNED: _____