Fauquier County Public Library  
John Barton Payne Community Hall Reservation Form

<table>
<thead>
<tr>
<th>Date of use</th>
<th>Time of use (include setup and clean up time)</th>
<th>Number Attending________ (Maximum Capacity 100)</th>
</tr>
</thead>
</table>

Purpose of meeting

Organization

Representative’s Name

Address

Phone

Email Address

Alternate Representative

Alternate phone

Type of Group: **check one**  

<table>
<thead>
<tr>
<th>Type of Group</th>
<th>Payment received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fauquier County Government</td>
<td>No charge</td>
</tr>
<tr>
<td>Other Government agency</td>
<td>$ 35.00</td>
</tr>
<tr>
<td>Business or Individual</td>
<td>$300.00</td>
</tr>
<tr>
<td>Non-profit organization - 501c(3) number</td>
<td>$ 35.00</td>
</tr>
<tr>
<td>Damage deposit (if food/drink served)</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Please make check payable to "Fauquier County Public Library".  
Application and check may be mailed to: 11 Winchester St., Warrenton, VA 20186.  
Applications may be faxed to 540-422-8520  
Questions? Please call 540-422-8500, ext. 5

I have received and read a copy of the policy and guidelines governing the use of the John Barton Payne Community Hall and agree to abide by same. **A reservation is not confirmed until staff has approved availability and received payment and a signed reservation form.** As a sponsor of the above group, I will be responsible for leaving the facility in as found condition, for fulfilling all other requirements listed in the policy, and for promptly returning the key.

Signature: ___________________________________________________________________________________

<table>
<thead>
<tr>
<th>Key Claim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Barcode</td>
</tr>
</tbody>
</table>

Representative’s name (please print)

Representative’s Signature

<table>
<thead>
<tr>
<th>Key Return</th>
</tr>
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<tbody>
<tr>
<td>Return Date</td>
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</table>
The Fauquier County Public Library maintains the John Barton Payne Community Hall at 2 Courthouse Square as a meeting room intended for the exchange of information and ideas. To that end, priority is given to library-sponsored programs and activities that supplement and enhance library services.

Fauquier County and other local government agencies may use the room for official business and are given priority. The room may be rented by non-profit or not-for-profit organizations engaged in educational, cultural, intellectual, charitable or civic activities; businesses may rent the room for education, meetings and training purposes. As available, the room may be rented by individuals for private or social events.

After library or government use, priority is given to non-profits, not-for-profit organizations or businesses based in Fauquier County.

The room may only be reserved by an adult 18 years or older.

The Library Board of Trustees has established guidelines and fees for the use of the room. [https://fauquierlibrary.org/services/meeting-rooms](https://fauquierlibrary.org/services/meeting-rooms)

Commercial activity and/or solicitation are prohibited. Fundraising, unless it benefits the Fauquier County Public Library or the Friends of the Fauquier County Public Library, is not allowed.

Admission fees may not be charged to people attending meetings or events. Publicly funded institutions and accredited educational facilities may charge fees to cover the cost of materials and supplies.

The room may be reserved up to ninety days in advance. Except for library and library-related programs, groups may not use the meeting room more than once a month. Regular meeting times are not guaranteed. A single one-time event or a limited series of meetings may be scheduled at the discretion of the library director.

All users must adhere to the library’s Code of Conduct.

Use of the meeting rooms by an organization does not constitute endorsement of its policies or beliefs. Publicity must state the name and address of the sponsoring organization or the name and telephone number of the organization contact person. Publicity must not state or imply that the program is jointly sponsored by the library. Groups should not advertise use of the meeting room until their reservation has been confirmed.

Groups or individuals failing to comply with any part of this policy or established procedures may be denied further use of the meeting room. A denial may be appealed to the Library Board.

Activities sponsored by Fauquier County or the library are not subject to the guidelines of this policy.

Adopted: 2/19/88
Revised: 1/21/99, 10/19/00, 12/00, 10/16/93, 2/19/04, 10/19/06, 1/23/08, 11/20/88, 4/24/09, 5/19/10, 5/19/11, 11/19/15, 11/17/16, 11/19/19

Organizations using the John Barton Payne Community Hall must observe the following guidelines/regulations:

1. All meetings must be open to the public. The Library reserves the right to waive this requirement upon the showing of good cause.
2. Organizations using the room shall not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the provision of services.

3. Occupancy is limited to 100 by order of the Fauquier County Fire Marshal.

4. The room may not be scheduled for use on days that the Warrenton library is closed.

5. A non-refundable fee is charged for use of the room. However, a credit (good for one year) will be granted if two business days' notice of cancellation is given. A reservation is not confirmed until staff has approved availability and received payment and a signed reservation form. Please consult the library's fines and fees schedule for rental rates.

6. Organizations may be asked to provide documentation of their non-profit status.

7. The room and support facilities are provided "as-is" without warranty of any kind within the designated time period that they are suitable for any particular use or function. Groups and individuals are required to set up for their event, to return furniture and equipment to its original locations, and to leave the room and support facilities clean and in its original state.

8. The library reserves the right to request a deposit if it anticipates that an event may result in more than normal wear on the room and / or if any food or beverage (excluding bottled water) will be served. The deposit will be returned if the room is found in good repair, typically within the following business week. Please consult the library's fines and fees schedule for the deposit amount required.

9. Renters are expected to bring their own supplies, including cleaning supplies. Trash cans, trash bags and a vacuum cleaner are provided. Renters must remove all event trash from library premises.

10. If damage is incurred beyond the amount of the deposit, users will be charged for any necessary repairs. Organizations using the room assume responsibility for all damages, losses, replacement costs or injuries resulting from use of the facilities from the time they receive the key. Loss of building key must be reported immediately and the applicant will be responsible for associated costs to re-key the building. In the event a group fails to comply with the guidelines, they may also forfeit the opportunity to use FCPL meeting rooms in the future.

11. Alcohol, smoking, vaping and use of tobacco are prohibited. Use of the fireplace or open flames for any reason are also prohibited.

12. There is no designated parking for the room. Parking may be available on nearby streets and in public lots.

13. Wireless Internet access is available; users must agree to the library's Internet Use Policy.

14. Storage facilities for a group's materials are not provided. The library is not responsible for anything left in the room.

15. In the event of inclement weather, the County of Fauquier and/or the Fauquier County Public Library will not be responsible for snow or ice removal. Applicants must accept full responsibility for safely clearing walkways to the facility and must further agree to hold harmless and indemnify the County, its departments, and employees for any claims against them which may arise out of their failure to do so. During severe weather events, please call the library branch or check website for operating status updates. The organization’s representative is responsible for notifying meeting attendees of cancellation due to library closures. If rental is unable to make the arranged date due to inclement weather, a credit (good for one year) may be issued.

16. The library reserves the right to cancel or reschedule reservations at any time (or for any reason) if circumstances warrant.

Adopted: 2/19/88
Revised: 1/21/99, 10/19/00, 12/00, 10/16/93, 2/19/04, 10/19/06, 1/23/08, 4/24/09, 11/13/10, 5/19/11, 11/19/19
Using the John Barton Payne Community Hall

- Building keys may be picked up on the day of your event from Warrenton library staff. For Sunday rentals, keys may be picked up on Saturday from Warrenton library staff.

Library Hours

- Monday, Tuesday, Wednesday: 10 am to 9 pm
- Thursday, Friday, Saturday: 9 am to 5 pm
- Sunday: 1 pm to 5 pm

- Room dimensions are 39 feet by 27 feet
- Tables, chairs and podium are located in the closet to the left of the upstairs entrance.
  - 9 conference tables
  - 100 stacking chairs
  - 1 podium
  - 1 board table
  - 11 board room chairs

- Treat the building with care. This is a historic building. Do not tape or staple anything to the walls or trim. Charges will be assessed for damage to the building.
- Treat the board table with care. Place all food on a protective surface. DO NOT SIT, LEAN OR PLACE HEAVY ITEMS ON THE TABLE. DO NOT MOVE THE TABLE. (Large sheets of cardboard are provided in storage closet for protection of glass on table. Return cardboard to closet after use.)
- Operating the lift: Press and hold the arrow button until the desired floor is reached.
- Renters are expected to bring their own cleaning supplies. Trash cans and a vacuum cleaner are provided.
- Clean all spills and fingerprints on the board table with glass cleaner.
- Bag all trash from main hall, two restrooms and kitchen and remove from premises.
- Be sure all appliances are turned off.
- Wipe off kitchen counter, stove top and microwave.
- Empty dishwasher and cabinets.
- Remove all leftover food and drink from the refrigerator and wipe up any spills.
- Remove any ice and other food items from the freezer and wipe up any spills.
- Vacuum the kitchen floor and carpet.
- Return tables and stacking chairs to original location.
- Turn off all lights on both levels.

Return key packet promptly to the library. Return keys to the Winchester Street book return after hours.

Thank you. We hope your event is successful.

Revised: November 19, 2019