

## 2 South Main Meeting Room Reservation Form

Old Courthouse, Lexington, VA

Meeting Room Manager: 540-458-8740 FAX: 540-458-8945

**Required information** (please print clearly):

Group name

Date submitted

Contact person

Mailing address

address/city/state/zip

Contact phone #s

home/cell/office

E-mail address

Purpose / function of group

Approximate number expected for meeting

Will there be food or beverages served?

Date(s) requested

Time(s) requested

##:## am/pm to ##:## am/pm

Be sure to include any additional time for set up and clean up.

Do you plan to use the AV equipment?

Yes

No

If YES, please indicate whether a copyrighted work will be viewed.

Your signature below indicates that you received a copy of the *Main Meeting Room Guidelines*, have read them, and agree to abide by them. A copy of the guidelines can be found at [fm.wlu.edu](http://fm.wlu.edu).

(X) \_\_\_\_\_

**Note:** Form must be filled out completely for reservation to be made. Incomplete forms will be returned and room will not be reserved. You must fill out a new form each time you make a reservation. Please submit the completed form to:

Washington and Lee University, Treasurer's Office

Mailing Address:

204 W. Washington Street  
Lexington, VA 24450

Hand Deliver to Street Address:

2 South Main Street  
Lexington, VA 24450

FAX:

540-458-8945

**Office Use Only:**

Date paperwork received \_\_\_\_\_ 501c3 certificate attached if applicable \_\_\_\_\_

Public Performance License / Copyright Clearance attached if applicable \_\_\_\_\_