

**Fauquier County Public Library  
John Barton Payne Building Reservation Form**

Date of use	Time of use (include setup and clean up time)	Number Attending _____ (Maximum Capacity 100)
Purpose of meeting		
Organization		
Representative's name		
Address		
Phone		
Email Address		
Alternate representative		
Alternate phone		

Type of Group: **check one**

Payment received

<input type="checkbox"/> Fauquier County Government	No charge	
<input type="checkbox"/> Other Government agency	\$35.00	
<input type="checkbox"/> Business or Individual	\$150.00	
<input type="checkbox"/> Non-profit organization - <b>501c(3) number</b> _____	\$35.00	

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 540-422-8507

I have received and read a copy of the policy governing the use of the John Barton Payne Community Hall and agree to abide by same. 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: \_\_\_\_\_

**Key Claim**

<b>Key Barcode</b>	<b>Issued by</b>	<b>Date</b>
<b>Representative's name (please print)</b>		
<b>Representative's Signature</b>		

**Key Return**

<b>Return Date</b>	<b>Received by</b>
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