

*James City County*  
*Satellite Services/Emergency Services/Virginia Cooperative Extension*  
*Meeting Room Usage Policy*

(mail) 3127 Forge Road, Toano, Virginia, 23168  
(757) 564-2160 | Fax (757) 566-8712 | [satellite@james-city.va.us](mailto:satellite@james-city.va.us)  
Complete meeting room usage policy available at:  
[www.jccegov.com/government/administration/satellite-services.html](http://www.jccegov.com/government/administration/satellite-services.html)

The James City County Satellite Services, Emergency Services and the Virginia Cooperative Extension offices provides limited meeting room space for public use. Reservations are made on a first-come, first serve basis and are subject to cancellation in the event of a priority and/or urgent need of government agencies.

**What Rooms are available? How many do they hold?**

Kitchen - Limited time only through March 31, 2009 - maximum capacity: 20 persons

Conference Room Available April 1, 2009 - maximum capacity: 16 persons

**When can the rooms be used?**

During regular business hours (Monday - Friday, 8:00 a.m. to 12 noon and 2:00 p.m. to 5:00 p.m.)\*

**Is there a charge for use of this room?**

For-profit groups will be charged a fee of \$25.00 each time the room is reserved. Non-profit groups are exempt if recognized as non-profit organizations under state or federal law.

Payments shall be turned into Satellite Services. Make checks payable to James City County Treasurer.

**How do I make a room reservation?**

Reservations must be made on an application form. We do not "pencil in" reservations. Reservations can be made up to 12 months in advance. Groups meeting once a month may reserve up to a 12-month period. Groups meeting more than once a month may reserve for periods of up to four months. All public use reservations must be made at least five business days in advance.

**What if I have to cancel a reservation?**

Call (757) 564-2160 or e-mail [satellite@james-city.va.us](mailto:satellite@james-city.va.us)

**Are the rooms already set up?**

Until March 31, 2009 only the kitchen is available: it is set up with a large table area and chairs. Effective April 1, 2009 a conference room will be available and contains a few small tables which can be configured to serve approximately 16 persons.

Users are responsible for setting up the tables and chairs in the configuration they require and then returning them to their original configuration at the end of their meeting. Users are also responsible for cleaning table tops (paper towels and cleaner will be available) if necessary and for collecting and disposing of any trash (trash dumpster located in rear of parking lot) generated at the meeting.

Any computers, audio visual equipment or other electrical/telephonic equipment needed for the meeting are to be brought by and the responsibility of the requesting organization and must be identified in the reservation request.

Failure to comply may result in the group and/or individual from booking future meetings.

## **Some Additional Policies You Will Want To Know About**

### **Contact Person**

Each group must designate a contact person on the application who will be responsible for setting up, returning the room to its original appearance, removing all trash generated by group, and, if applicable, returning entrance keys. The contact person must be present throughout the use of the meeting rooms and will be the only person authorized to make changes in the arrangements, unless otherwise agreed.

### **Anything else I should know?**

The facility is a no smoking facility and alcoholic beverages are prohibited on site. Service animals are welcome but no other animals are allowed. Government operations will be on-going and meetings must be conducted in a way that does not and will not interrupt or interfere with normal business.

### **What about parking?**

Limited parking is available. DO NOT park in the 1<sup>st</sup> group of parking stalls on the right as you pull into the parking lot as these are reserved for daily government operations. Additional parking is available at the Women's Club on Richmond Road, when they do not have an event scheduled.

*\* Hours will change to Monday-Friday, 8:00 a.m. to 5:00 p.m., on April 1, 2009.*