



Welcome!

The Williamsburg Health Foundation (WHF) is happy to welcome you to the Jeanne Zeidler Meeting Room. **The Jeanne Zeidler Meeting Room is available for use by any local nonprofit organization.** The room is located on the second floor of the Truist Building in New Town, 4801 Courthouse Street, Suite 201, Williamsburg, VA 23188.

The Jeanne Zeidler Meeting Room is available from 9 a.m. to 5 p.m. Monday – Friday. If you need use of the room prior to 9 a.m., please indicate the exact time in the form, and we will try to accommodate your needs. The attached application and rules are designed to be user-friendly, while helping us to maintain the room so that it will continue to be available to our guests. If refreshments will be served, healthy snacks are encouraged!

Reservation requests should be sent to [info@williamsburghealthfoundation.org](mailto:info@williamsburghealthfoundation.org) or faxed to 757.345.0913. Driving directions are attached.

We ask that you please leave the room as you find it. Please enjoy the room and let us know if you have any comments or suggestions.



RESERVATION REQUEST - JEANNE ZEIDLER MEETING ROOM
(Updated February 2022)

Name of Organization ("User")
Note: The room is available to any local nonprofit organization. Use of the room will be granted at the sole discretion of WHF.

Today's Date / / Date of Event / /
Note: Reservations are made on a first-come, first-served basis. Please make any cancellations in as timely a manner as possible.

Time In: Time Event Begins: Time Out:
Note: The room is available from 9 a.m. to 5 p.m. Set-up, break-down, and clean-up time must be included within the reserved times.

Description of Proposed Activity:
Note: The room is to be used only for meetings or similar appropriate gatherings. It is not to be used for Special Events. It may not be used for lobbying or political events.

Total Number of Participants:
Note: Seating capacity is limited to 30 people.

Will food be provided? Yes No
Note: Alcoholic beverages are prohibited due to insurance regulations.

Will a caterer be used? Yes No Name of Catering Company
Note: The User must be present to meet caterer. WHF does not have the personnel to provide this service.

The room is equipped with the following A/V needs. Please check all which you anticipate requiring during your meeting and make note of the technical requirements for your equipment in parentheses.

- Audio System: Microphones and speakers in ceiling for full room amplification (no additional requirements)
Presentation System: Projector to wall mounted screen with audio
Hardwired from podium or wall jack (laptop with HDMI port, Mac converter if needed)
Remote connection to projector (laptop with Solstice Mersive app installed)
Video Conference System: Automatic shifting cameras cover podium and room (laptop with both HDMI and USB ports, video conference software, Mac converter if needed)
Telephone Conference: Dial-out telephone line broadcast to ceiling speakers (phone number to be dialed)
Wireless Internet Connection: Password posted in room (device with Wi-Fi capability)

Note: WHF does not provide technical assistance for any equipment. User must bring own laptop and Mac converter cable if needed. WHF will not provide computers for use.

Names of Contact Person(s) Must be on site:

Agency/Program:

Contact's Telephone Number: Cell Phone:

Email Address: Fax Number:

Other Contact:

Please attach a current Certificate of Insurance. (Please call Karen Burden at 345-0912 if you have questions about this requirement.)

**POLICIES AND PROCEDURES:**

1. The User is responsible for ensuring that delivery and removal of rental equipment; set-up, decorating, break-down, and cleanup/trash removal are accomplished within the time period reserved by the User.
2. Directions and parking instructions are attached.
3. Smoking is not permitted in the building. A designated smoking area is located outside the building.
4. The User is responsible for enforcing law and order or obtaining at his/her expense the aid of a James City County Police Officer to do so.
5. The User must comply with all fire, noise, and other lawful regulations.
6. Alcoholic beverages are not permitted.
7. Promotional material must not list WHF as a co-sponsor of any event.
8. No pets or animals (with the exception of service dogs).
9. The User is responsible for the removal of all personal articles including leftover food, beverage containers and decorations.
10. Use of tape, adhesives, nails, or tacks on doors, windows, or ceilings is forbidden.
11. Sound levels must be kept to an intensity that does not disturb adjacent offices.
12. All vehicles must be parked in designated parking areas only.
13. The User agrees to reimburse the Foundation for all damages to property, and for any other charges that may be incurred related to this event. These charges include but are not limited to: damage to building or ground; damage to equipment or appliances; and expenses related to User's failure to properly clean up food, beverage, or trash.
14. All meeting participants must be at least 18 years of age.
15. WHF is not responsible for property placed in or on the premises. All property must be brought in and removed on the day of the event.
16. WHF reserves the right to deny applicants and to cancel approved reservations due to unforeseen circumstances such as inclement weather or electrical outages.
17. WHF reserves the right to remove from the building any person or persons failing to abide by these rules, including inappropriate behavior or disorderly conduct.
18. WHF will not be liable for accidents, injury, or damages of Users of the facility.
19. Users will not be able use the room again if the above policies and procedures are not followed.

**AFFIRMATION:**

I have read and understood the Policies and Procedures governing the use of the Jeanne Zeidler Meeting Room. I agree to waive any claims, and to indemnify and hold harmless Williamsburg Health Foundation, its agents and employees from liability for any and all costs, claims, liability, expenses, or damages which may be brought against WHF by the User, any User agent, or the User's guest participants. I agree to convey these Policies and Procedures to members of my group.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
TITLE \_\_\_\_\_

For WHF Use Only	
Date Application Received _____	
Application is APPROVED or DENIED	
Signature _____	Date _____
Date Organization Notified _____	
Notes or Comments:	

## **DRIVING DIRECTIONS**

**Williamsburg Health Foundation  
Jeanne Zeidler Meeting Room  
4801 Courthouse Street, Suite 201  
Williamsburg, VA 23188  
Phone: (757) 345-0912  
Fax: (757) 345-0913**

### **From Newport News**

Take I-64 West toward Richmond. Merge onto VA-199 West via Exit 242A toward Williamsburg/Busch Gardens/Jamestown. Drive approximately seven miles and take the Monticello exit. Bear right onto Monticello. The Truist building is on the left, across from the courthouse. The Jeanne Zeidler Meeting Room is located in Suite 201 on the second floor.

### **From Richmond**

Take I-64 East toward Williamsburg. From I-64, take Exit 234. Turn right onto Route 199, traveling North. Drive approximately six miles and take the Monticello exit. Bear left onto Monticello. The Truist building is on the left, across from the courthouse. The Jeanne Zeidler Meeting Room is located in Suite 201 on the second floor.

Take the elevator to the second floor, turn left and follow the hall to Suite 201,  
which is the first door on the right.

Public parking is available in the lot directly behind the building or  
on Courthouse Street in front of the building.

**BUCKLE UP and DRIVE SAFELY!**