



Welcome!

The Williamsburg Health Foundation (WHF) is pleased to offer the use of our meeting room. Our meeting room is exclusively available for local nonprofit organizations and is located on the second floor of the Truist Building in New Town, at 4801 Courthouse Street, Suite 201, Jeanne Zeidler Meeting Room, Williamsburg, VA 23188.

Requests to reserve our meeting room are considered for non-holiday weekdays between 9 a.m. to 5 p.m. Monday – Friday. We have provided room reservation policies and easy-to-follow application (5 pages). Please maintain the room in current condition.

Please email reservation requests to [info@williamsburghealthfoundation.org](mailto:info@williamsburghealthfoundation.org).

Warm Regards,

WHF Team



## RESERVATION REQUEST – SUITE 201, JEANNE ZEIDLER MEETING ROOM

Name of Organization ("User") \_\_\_\_\_  
*Note: The room is available to local nonprofit organizations at WHF's discretion.*

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

Time In: \_\_\_\_\_ Time Event Begins: \_\_\_\_\_ Time Out: \_\_\_\_\_

*Note: **The room is available on non-holiday weekdays between 9 a.m. to 5 p.m. Set-up, break-down, and clean-up time is included within the reservation period.***

Description of Proposed Activity: \_\_\_\_\_  
*Note: Use is for meetings/gatherings only; room may not be used for special events, 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: User must be present to meet caterer. WHF personnel are unavailable to provide this service.*

The room is equipped with the following A/V. Please check **all** AV you anticipate requiring during your meeting and [note the technical requirements for your equipment in parentheses.](#)

- ☐ **Audio System:** Microphones and speakers in the 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 the 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 called)
- Wireless Internet Connection:** Password posted in room (device with Wi-Fi capability)

**Note: WHF does not provide computers or technical assistance.**

**Users must bring laptops and Mac converter cables if needed.**

Names of Contact Person/s (must be on site): \_\_\_\_\_

Agency/Program: \_\_\_\_\_

Contact's Telephone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Other Contact: \_\_\_\_\_

Please attach a current Certificate of Insurance. Call Karen Burden at 757-345-0912 if you have insurance questions.

**Meeting Room Policies and Procedures: Please read in entirety.**

1. **Walk Through:** There will be a walk through before and after your event with a WHF staff member.
2. **Furniture Responsibility:** If moving tables, take care to ensure wheels are unlocked. Dragging tables may damage tables and carpet; resulting repair fees are charged to the reserving organization.
3. **User Responsibility:** Users are accountable for delivery, set-up, breakdown, and cleanup of event, including trash removal within the time reserved.
4. **Directions and Parking:** Instructions are provided in the attachment.
5. **No Smoking:** Smoking is not permitted inside the building. A designated smoking area is available outside.
6. **Safety and Order:** Users must maintain order or hire a James City County Police Officer at their own cost if needed.
7. **Legal Compliance:** All fire, noise, and other lawful legal regulations must be strictly followed.
8. **Alcoholic beverages** are not permitted.
9. **Promotional materials:** WHF may not be shown as an event co-sponsor in event materials.
10. **Pets:** Service dogs are permitted.
11. **Clean-Up:** Users must remove all personal items, food, beverages, and decorations after the event.
12. **Decor Restrictions:** Use of tape, adhesives, nails, or tacks on doors, windows, walls, or ceilings is not permitted.
13. **Sound Levels:** Adjust sound levels to avoid disturbing adjacent offices.
14. **Parking:** Public parking is available in the lot directly behind the Truist building or in front, on Courthouse Street.
15. **Damage Reimbursement:** Users agree to cover damage to the property or additional charges incurred.
16. **Age Requirement:** Participants/Attendees must be at least 18 years old.
17. **Property Responsibility:** WHF is not responsible for property brought to the premises. All property must be removed on the event day.
18. **Carpet Responsibility:** There is a **\$400.00 cleaning fee** for carpet damage and/or stains.
19. **Reservation Rights:** WHF may deny reservation applications or cancel reservations under certain circumstances.
20. **Rule Enforcement:** WHF may remove individuals who do not comply with these policies.
21. **Liability:** WHF is not responsible for accidents, injuries, or property damage.
22. **Usage Restrictions:** Future room access may be denied for policy non-compliance.

**AFFIRMATION:** By using Suite 201/Jeanne Zeidler Meeting Room, I acknowledge my understanding of and my agreement with these terms. I agree to waive any claims against the Williamsburg Health Foundation and hold them harmless from any liability. It is my responsibility to communicate these policies to 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**  
**Truist Building, 4801 Courthouse Street**  
**Suite 201, Jeanne Zeidler Meeting Room**  
**Williamsburg, VA 23188**  
**Phone: (757) 345-0912**

### **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. Meeting room is on the second floor, Suite 201.

### **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, turning left onto Monticello. The Truist building is on the left, across from the courthouse. Meeting room is on the second floor, Suite 201.

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