## Meeting Room Reservation Request Form Madison County Library System

| Branch Name:                              |                         |     |  |
|---|-------------------------|-----|--|
| Date Submitted:                           |                         |     |  |
| Name of Organization (Please do not abbre | viate or use initials): |     |  |
| Primary contact person(s) (please print): |                         |     |  |
| Address of Contact Person(s):             |                         |     |  |
| City, State, Zip Code:                    |                         |     |  |
| Home Phone:                               | Work Phone              | :   |  |
| Purpose of Meeting:                       |                         |     |  |
|   |                         |     |  |
| Approximate Number of Members:            |                         |     |  |
| Estimated Attendance of Meeting:          |                         |     |  |
| _   |                         |     |  |
| Specific Meeting Dates Requested:         | Specific Meeting Times: |     |  |
|   | From:                   | To: |  |

| The undersigned certifies that he or she is a resident of Madison County, has a curre<br>Madison County Library Card, is a member of the organization or group and will<br>personally be present during the entire meeting to be held at the library meeting room<br>The undersigned also understands the above regulations and agrees to abide by them. |  |  |
|--|--|--|
| personally be present during the entire<br>The undersigned also understands the  | e meeting to be held at the library meeting room. above regulations and agrees to abide by them. |  |
|  |  |  |
| (Signature or Primary Contact Person)  | (Date of Application)  |  |
| (Signature or Library Representative)  | (Date of Application)  |  |
|  |  |  |
| Reason for denial of application:  |  |  |
|  |  |  |
| Date of denial:  |  |  |
| Date of Payment  | Fee Paid:  |  |
| Fee received by:   |  |  |

CASH OR CHECK ONLY. Make checks payable to: The Madison County Library System