



Group/Daycare Visit Registration Form

This form is to be returned by fax, email, or in person to the library branch you will be visiting so that reservations can be made for you and your group.

Daycares/Groups that come to the library unannounced/without filing the proper paperwork are not guaranteed a full program/storytime. The Children's Specialist will try to accommodate with a story and coloring sheets.



<u>Branch</u>	<u>Contact Person</u>	<u>Fax Number</u>	<u>Phone Number</u>
Canton	Lacey McGraw	(601)-859-2728	(601)-859-3202
Camden	Tiffany White	(601)-859-0014	(601)-859-7733 ext. 115
Flora	Kayla Murchison	(601)-879-3934	(601)-879-8835
Madison	Becky Bowen	(601)-856-2681	(601)-856-2749
Ridgeland	Keaura Lawson	(601)-856-3748	(601)-856-4536

Please print:

Contact person: _____

Your Organization's Name: _____

Address: _____

Phone #: _____

Fax #: _____

Email: _____

Library Branch: _____

Date of Requested Visit: _____

Time of Requested Visit: _____

Number of Children: _____

Ages: _____

Type of Visit

(Check all applicable)

____ Tour

____ Story-time

____ Other

Specify: _____



For Library Staff Use Only

Confirmation returned to group/daycare: _____ Date: _____ Staff Initials: _____

Please send copies to Daycare or Group, Branch Manager, and Youth Services Director.