



## Application for Meeting Room Use

The library Branch Manager or Director will contact you by phone or email to confirm your reservation. An application does not guarantee a reservation. Applicants are required to have a Madison County Library card. If you have questions, please call the library branch manager at the specific location.

Indicate which meeting space you wish to reserve:

Mars Hill Library Reading Room       MCPL-Marshall Library Meeting Room

**Organization/Group Name**

\_\_\_\_\_

**Specific Date and Time Requested (reservations are accepted during library open hours only):**

First Choice Date: \_\_\_\_\_ Time: \_\_\_\_\_

Second Choice Date: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment Needed (Include Numbers):

Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_ Laptop(s): \_\_\_\_\_ Microphone:  Smartboard/TV:

*Technology training will be provided prior to the scheduled meeting and will be noted on patron account.*

Will you be serving refreshments?  Yes  No

By submitting this agreement, you indicate that you have read and understand the [Meeting Room Policy](#) for the Madison County Public Libraries and agree to comply with all policies. Failure to comply with these policies may result in termination of the right to use the library's meeting spaces.

**Applicant Name:** \_\_\_\_\_

Position in the Above Organization: \_\_\_\_\_

**Applicant Contact Information:**

Library Card Number: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**For library use only:**

Date application received: \_\_\_\_\_ Initials of receiver: \_\_\_\_\_

Meeting Room Schedule updated \_\_\_\_\_

Manager/Director signature \_\_\_\_\_

Notes: