



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. 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:

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:

Phone: _____

Email Address: _____

For library use only:

Date application received: _____ Initials of receiver: _____
Meeting Room Schedule updated _____

Manager/Director signature _____

Notes: