Prescott Public Library
Application for Use of Mississippi Room

Date of your meeting ________________ What time would you like the room open? __________
What time does your meeting start? ________ What time does your meeting end? __________
Name of your organization and department___________________________________________
Purpose of your meeting__________________________________________________________
Estimated attendance ___________ Number of chairs ________ Number of tables___________
TV/DVD needed: Yes______ No______
Cold, light snacks may be possible if prior approval is obtained. Full meals may not be served. A
12 cup coffee pot is available. No other supplies are furnished. If you plan to serve
food/beverages, please describe what you will be serving:
______________________________________________________________________________

The undersigned user of the meeting room has read the Prescott Public Library Meeting Room
Policies and Procedures, understands and agrees to abide by the guidelines and rules described
therein. Failure to abide by these rules may disqualify the organization from future use of the
room. The user hereby indemnifies and hold harmless the City of Prescott, its Library Board and
provider agency employees from all liability directly or indirectly related to an event or meeting.
The Library Board requires that any group utilizing the meeting room comply with the
provisions of the Americans with Disabilities Act which requires that a meeting or materials at a
meeting be provided in an accessible format in response to a request.

Date of Application___________ Signature of Applicant ______________________________
Contact person/responsible party for user group: ______________________________________
Address: _______________________________________________________________________
City: __________________________ Zip code: __________________________
Home phone #: __________________ Work phone #: ______________ Fax #:_________

A Meeting Room reservation is not confirmed until the application has been submitted in person
at the Prescott Public Library, 800 Borner Street North, Prescott, WI 54021.

For Library Use Only

Reservation taken by: ________________ Approved _____ Not Approved _____ Notified_______

Approved by the Prescott Public Library Board of Trustees on January 15, 2009