

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.

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For Library Use Only

Reservation taken by: _____ Approved _____ Not Approved _____ Notified _____