



Madison Public Library
Meeting Room Application

Organization or group name: _____.

Contact person: _____ Daytime Phone: _____

Contact person's address: _____

Individual completing application form (if different from contact person)
_____ phone # _____

Purpose of the group/organization: _____

(For Central Library reservations) How would you like your meeting posted on our daily schedule board? (space is limited) _____

The undersigned user of a meeting room has read the Madison Public Library Branch or Central Meeting Room Policy, found at <http://www.madisonpubliclibrary.org/about/policies.html>, 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 rooms. The user hereby indemnifies and holds harmless the City of Madison, its Library Board, and provider agency employees and volunteers from all liability directly or indirectly related to an event or meeting held at a Madison Public Library under this application.

Signature _____ Date _____
(Responsible party for user group)

Applications are held on file for one (1) year. If the group intends to continue meeting at the library the responsible party for the group should submit a new updated application.

If the organization/group/user has entered into a written agreement with the Madison Public Library or the City of Madison for meeting room reservations, the terms and conditions of that agreement shall supercede this application.