

**Madison Library
John F. Chick Room**

APPLICATION FOR USE OF MEETING ROOM

Date to be used: _____

Time to be used: (start) _____ to (end) _____

Name of Organization: _____

Type of Organization: _____Civic _____Educational
 _____Cultural _____Other (please describe)

Purpose of Meeting: _____

Contact Name: _____

Address: _____

Telephone: _____ Email: _____

Please state "yes" or "no" to the following questions:

Is meeting for a Nonprofit Organization? _____

Will there be an admission fee for the meeting(s)? _____

Are you a first-time user? _____

By signing below, you acknowledge that you have received a copy of the Meeting Room Policy and agree to abide by said policy.

Signature: _____ Date: _____

Our policy states that the meeting room is open to local nonprofit organizations engaged in educational, cultural, intellectual or charitable activities.

The applicant is responsible for the meeting room key. It should be picked up during library hours and deposited in the book deposit after the meeting.

Trustees of the Madison Library

Chick Room Checklist

Before leaving the room, please do the following:

- Heat is turned down to 60 degrees in cold weather, or turned off in warm weather.
- Do not leave any food or beverage you brought with you.
- Do not leave any trash
- All kitchen items are clean and returned to their place.
- Furniture is returned to its place.

Note that:

- Extra trash bags are stored under the sink.
- A vacuum cleaner and carpet sweeper, if needed are stored in the boiler room.

Please let us know if supplies need to be replenished or if there were any problems.

Thank you,

The Trustees of the Madison Library