MISSISSIPPI VALLEY Public Library District

408 West Main Street
Collinsville, IL 62234

Phone (618) 344-1112
Fax (618) 345-6401

**ROOM RENTAL APPLICATION - COLLINSVILLE MEMORIAL LIBRARY CENTER**

Organization Name: _____
Approximate Size of Group: _____
Date(s) and Time(s) Needed:_____
_____

Available Spaces:

- **Programming Resource Center (PRC)** - Classroom style, can hold up to 30 people, large TV with HDMI connections, overhead projector and projection screen (requires use of library's laptop)
- **Community Room** - Multiple room setups available, can hold up to 150 people, large TV with HDMI connections, large board table and chairs, access to small kitchen and restrooms

Preferred space for rental (please check one):

- ❑ PRC - $25/hour
- ❑ Community Room (full room) - $50/hour

**Room will be reserved upon receipt of payment in full.**

**I agree and acknowledge that:**
I accept responsibility for the actions of my group. I will comply with all Mississippi Valley Library District (MVLD) policies and procedures and will follow MVLD staff instructions. Failure to comply with MVLD policies, procedures, or staff instructions may result in the termination of my and/or my group's right to use the MVLD's meeting spaces. If my reservation extends beyond the agreement's listed time(s), I will pay the library for each additional hour (rounded up) at the time of extension.

_____ _____
Printed Name Signature

_____
Address (Street, City, State, ZIP)

_____ Applicant 18 years of age or older? Yes ___ No ___
Phone Number

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Librarian's Signature: _____
Date registration received: _____
Total rental cost: _____ Paid on: _____

Revised March 2019