



Mississippi Valley Library District

Collinsville Memorial Library Center  
408 West Main Street  
Collinsville, IL 62234

Fairmont City Library Center  
4444 Collinsville Road  
Fairmont City, IL 62201

Historic Blum House  
414 West Main Street  
Collinsville, IL 62234

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

Organization/Renter’s Name: \_\_\_\_\_  
Approximate Size of Group: \_\_\_\_\_  
Date(s) and Time(s) Needed (including setup and cleanup): \_\_\_\_\_  
\_\_\_\_\_

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, tables, chairs, large TV with HDMI connections, 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 (MVL D) policies and procedures and will follow MVL D staff instructions. Failure to comply with MVL D policies, procedures, or staff instructions may result in the termination of my and/or my group’s right to use the MVL D’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. Extensions will not exceed the library’s normal business hours.

\_\_\_\_\_  
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: \_\_\_\_\_