



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 – FAIRMONT CITY LIBRARY CENTER

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

Available Spaces:

- **Small Meeting Room** – One (1) conference table with six (6) chairs and a whiteboard.
- **Community Room** - Multiple room setups available, can hold up to 50 people, tables, chairs, large TV with HDMI connections, projection screen, vending machines, microwave, toaster, access to restrooms

Preferred space for rental (please check one):

- Small Meeting Room - \$25/hour
- Community Room - \$25/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

Librarian’s Signature: _____

Date registration received: _____

Total rental cost: _____ Paid on: _____