

**Morgan County Extension Center**  
**Application for use of the Meeting Room**

The undersigned agrees that he/she has read and understands the rules for the use of the meeting room and has received a copy of the same. Undersigned also agrees that members of the organization using the meeting room will be made aware of the same.

Failure by any group or organization to conform to the rules governing the use of the meeting room will result in forfeiture of any privilege to use the facility.

Name of Organization: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested: From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose of the meeting: \_\_\_\_\_

Type of refreshments/meal: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Rental Fee/Deposit Collected: \_\_\_\_\_ Yes \_\_\_\_\_ No

Amount collected: \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Date: \_\_\_\_\_

Deposit returned: \_\_\_\_\_ Yes \_\_\_\_\_ No Date: \_\_\_\_\_ Check #: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature, Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Extension Staff

\_\_\_\_\_  
Date