



PARKS AND RECREATION DEPARTMENT
410 EAST HARPER STREET, RICHLAND, MS 39218
PHONE: 420-3400 FAX: 420-3405

REQUEST FOR THE USE OF THE RICHLAND LIBRARY MAGNOLIA ROOM

The undersigned hereby requests use of the Richland Library Magnolia Room. The undersigned understands and agrees that the use of the Richland Library Magnolia Room is subject to the rules contained in the POLICY OF THE CITY OF RICHLAND, MISSISSIPPI; ON USE OF THE RICHLAND LIBRARY MAGNOLIA ROOM attached hereto and agrees to be responsible for compliance of all persons in attendance with these rules.

INDIVIDUAL, ORGANIZATION OR GROUP NAME: _____

DESCRIBE FUNCTION TO BE HELD: _____

HAS ORGANIZATION OR GROUP PREVIOUSLY USED RICHLAND COMMUNITY CENTER: YES ___ NO ___

DATE OF PREVIOUS USE: _____ DATE OF PROPOSED USE: _____

ESTIMATED ATTENDANCE: _____ BEGINNING TIME: _____ AM PM ENDING TIME: _____ AM PM

IS THE USE OF THE RICHLAND LIBRARY MAGNOLIA ROOM BEING REQUESTED BY:

- A. A RESIDENT OR BUSINESS LOCATED IN THE CITY FOR A SOCIAL FUNCTION SUCH AS A RECEPTION, TEA, SHOWER, BANQUET, BIRTHDAY PARTY, OR A FAMILY REUNION? YES ___ NO ___
B. A RESIDENT FOR A MEETING OF A GROUP OR ORGANIZATION OF WHICH A RESIDENT OF THE CITY OF RICHLAND IS A MEMBER? YES ___ NO ___
C. A NON-RESIDENT FOR A SOCIAL FUNCTION SUCH AS A RECEPTION, TEA, SHOWER, BANQUET, BIRTHDAY PARTY, OR A FAMILY REUNION? YES ___ NO ___
D. A REQUEST FOR ARRANGING OF TABLES AND CHAIRS PER EVENT? YES ___ NO ___

IF THE ANSWER TO (B) IS YES, IS THE GROUP OR ORGANIZATION REQUESTING USE OF THE RICHLAND LIBRARY MAGNOLIA ROOM A CIVIC ORGANIZATION/CLUB OR SCOUT GROUP COMPOSED PRIMARILY OF CITIZENS OF THE CITY OF RICHLAND WHOSE PURPOSES INCLUDE PROMOTING THE COMMON GOOD AND GENERAL WELFARE OF THE CITIZENS OF THE CITY OF RICHLAND? YES ___ NO ___

NAME OF RESPONSIBLE PERSON: _____

ADDRESS: _____ PHONE: _____

Agreed this the ___ day of ___, 2001 _____
Signature of Responsible Person

Request Approved: ___ Request Denied: ___ Paid Fee: \$ ___ Paid Dep: \$ ___ Clean Up Fee: \$ ___

BY: _____
Parks and Recreation Director

