



# Group/Daycare Visit Registration Form

This form is to be returned by fax, email, or in person to the library branch you will be visiting so that reservations can be made for you and your group.

Daycares/Groups that come to the library unannounced/without filing the proper paperwork are not guaranteed a full program/storytime. The Children's Specialist will try to accommodate with a story and coloring sheets.

<u>Branch</u>	<u>Contact Person</u>	<u>Fax Number</u>	<u>Phone Number</u>
Canton	Lacey McGraw	(601)-859-2728	(601)-859-3202
Camden	Tiffany White	(601)-859-0014	(601)-859-7733 ext. 115
Flora	Kayla Murchison	(601)-879-3934	(601)-879-8835
Madison	Becky Bowen	(601)-856-2681	(601)-856-2749
Ridgeland	Keaura Lawson	(601)-856-3748	(601)-856-4536

## **Please print:**

Contact person: \_\_\_\_\_

Your Organization's Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Library Branch: \_\_\_\_\_

Date of Requested Visit: \_\_\_\_\_

Time of Requested Visit: \_\_\_\_\_

Number of Children: \_\_\_\_\_

Ages: \_\_\_\_\_

### Type of Visit

(Check all applicable)

\_\_\_\_\_ **Tour**

\_\_\_\_\_ **Story-time**

\_\_\_\_\_ **Other**

**Specify:** \_\_\_\_\_

\_\_\_\_\_



### **For Library Staff Use Only**

Confirmation returned to group/daycare: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Please send copies to Daycare/Group, Branch Manager, and Youth Services Director.**