

Office of the Town Clerk  
**Town of Madison**  
8 Campus Drive  
Madison, CT 06443-2503  
(203) 245-5672

Today's date: \_\_\_\_\_

## **CONFERENCE ROOM RESERVATION**

Should this be a publicly posted meeting? Yes \_\_\_\_\_ No \_\_\_\_\_

**Memorial Town Hall:**

\_\_\_\_\_ Main Meeting Room - Upper Floor - Capacity 113

**Madison Town Campus:**

\_\_\_\_\_ Conference Room A (Madison Room) - Capacity 84

\_\_\_\_\_ Conference Room B - Capacity 20-25

\_\_\_\_\_ Conference Room C (Hammonasset Room) - Capacity 84

**Madison Public Schools:**

\_\_\_\_\_ Central Office Room B

**Other Rooms:**

Specify Location: \_\_\_\_\_

Title of Meeting: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_

Time of Reservation: \_\_\_\_\_ to \_\_\_\_\_

Organization, Commission, Department: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Please attach an agenda or submit 48 hours prior to meeting date.

Office Use  
Rm/TC \_\_\_\_\_  
CC Pat \_\_\_\_\_