

**MEMORANDUM OF UNDERSTANDING  
CONFERENCE ROOM**

I understand that the United States Bankruptcy Court has made a conference room available for use by my agency. Either my agency or I will be responsible for any damage to the furniture or equipment in the conference room other than normal wear and tear. The use of the conference room does not include the use of an office, nor does it include parking on the court premises. Internet service is not provided. I will enter and exit the courthouse at One Church Street through the main entrance on Church Street and will be subject to security screening and the instructions of the United States Marshal for the Middle District of Alabama and the court security officers under their supervision. The conference room is available to me only between the hours of 8:00 a.m. to 5:00 p.m. on the days requested. I understand no refreshments will be furnished.

I am requesting the use of conference room for the following days:

\_\_\_\_\_ through \_\_\_\_\_  
Date Date

\_\_\_\_\_  
Print or Type Name Signature Date

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Agency Telephone

\_\_\_\_\_  
Address City and State Zip Code

**Please email the completed document to [almb\\_room\\_reservations@almb.uscourts.gov](mailto:almb_room_reservations@almb.uscourts.gov)**

The court's address is One Church Street, Montgomery, Alabama 36104.