

Meeting Room Application Form

This form must be completed by a representative of the organization who is at least 18 years of age and a resident of Villa Park or Oakbrook Terrace. All applications must be signed by the organization's representative.

Name of Organization: _____

Meeting Purpose (please be specific): _____

Meeting Date(s): _____

Time of Meeting: Start: _____ End: _____

Estimated Attendance: _____

Applicant Name: _____

Office Held in Organization: _____

Organization Address (or personal address if no organization address):

Telephone: _____ Library Card Number: _____

Email Address: _____

Meeting Room Selection (options below): _____

- Jelf Room: for youth groups; maximum capacity 25
- Ohrman Room: for adult groups or larger youth groups

Use the set-up form for the meeting room selected to indicate the layout type, number of tables, chairs, and audiovisual equipment. Your selection of set-up will be accommodated if possible.

The undersigned has read the library policy on Use of the Meeting Room (Policy 530). By his/her signature below, the undersigned certifies that he/she is duly authorized by the aforementioned organization to commit said organization to abide by all of the terms and conditions of the library's Meeting Room Use Policy, including, but not limited to, the indemnification of the library as required therein. Please note: all applications must be signed.

SIGNATURE OF ORGANIZATION REPRESENTATIVE:

_____ Today's Date: _____

FOR STAFF USE ONLY:

Staff member accepting application: _____

Approved by Administration: _____

Organization representative notified: _____

Fee(s) collected: _____

Meeting added to library's online calendar: _____