



Lisle Library District MEETING ROOM APPLICATION

For Library Use Only
Date Received: _____
Time Received: _____
Initials: _____

Name of Organization: _____

Date of Application: _____ Date of Meeting: _____

Regular Meetings on the _____ of _____
beginning _____ through _____
exceptions _____

Time Meeting Begins: _____ Ends: _____

Preparation Begins At: _____

Nature of Meeting: _____

Expected Attendance: _____

Individual Responsible:

Name: _____ Library Card Number: _____

Address: _____

Home Phone: _____ Business Phone: _____

Alternate Contact Person: _____ Phone: _____

I understand that the Library and its staff will take reasonable precautions to prevent any accidents over which they have control, and will take reasonable measures to provide a safe environment for all library patrons, including attendees at the event which I propose to sponsor. In consideration of the Library's agreement to allow the use of the Library's facilities for this event, I agree to accept responsibility for any loss, damage, or injury to any attendee at said event that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee, or agent of the Lisle Library District, and to indemnify and hold the Library harmless from any claims, demands, causes of action, or law suits related to any allegation of personal injury or property damage made by any person, where such claim, demand, cause of action, or law suit is based in whole or in part upon the claimant's attendance at the event noted above.

I have received a copy of the Library Meeting Room policy and have read and understand this policy. I will be in attendance at this meeting.

(Signature of responsible individual)

NOTE: LIBRARY DISTRICT PROGRAMS HAVE PRIORITY AND THEREFORE THE LIBRARY DOES RESERVE THE RIGHT TO CANCEL SCHEDULED MEETINGS IF DEEMED NECESSARY.

For Library Use Only

Received: _____ Approved: _____ By: _____

Assigned: _____ Full Room _____ Section A _____ Section B _____ Group Study Room

Room Arrangements Needed:

	Number of Chairs	Number of Tables
Theater style (chairs in rows)	_____	_____
Classroom style (chairs around tables)	_____	_____
Exhibit style (tables arranged for display)	_____	_____

Audiovisual Equipment Needed:

____ Slide Projector ____ Overhead Projector ____ Television/VCR ____ Microphone

Equipment Needed:

____ Podium ____ Screen ____ Dry Erase Board ____ Piano

If special arrangements are required, draw a sketch below to show your setup.

