

# Warrenville Public Library District

## Meeting Room Reservation Request

**After reviewing the Library's "Public Use of Meeting Room" Policy, please complete and submit this form by email to jackie@warrenville.com or mail/deliver to the Warrenville Public Library District, 28W751 Stafford Place, Warrenville, IL 60555. Reservation requests must be received at least one week in advance of the requested date.**

**ABOUT YOU & YOUR ORGANIZATION:**

YOUR NAME: \_\_\_\_\_

YOUR ORGANIZATION'S NAME: \_\_\_\_\_

PURPOSE OF THE MEETING: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

- Reservation Category:**
- A. Organization of which Library is a member
  - B. Government entity serving the Warrenville Community
  - C. Warrenville Library Cardholder (card 24901\_\_\_\_\_)
  - D. Other organization

**RESERVATION INFORMATION:**

Reservations are accepted according to the following schedule. When the reservation opening date falls on a weekend or holiday, reservations open the next regular business day (Monday through Friday).

For Meeting Dates in:	Categories A, B, and C	Category D
December, January, February	October 15	November 15
March, April, May	January 15	February 15
June, July, August	April 15	May 15
September, October, November	July 15	August 15

Date Requested (mm/dd/yy): \_\_\_\_\_

Availability:	
Mon - Thurs	10 am - 8:30 pm
Friday	10 am - 6:30 pm
Saturday	10 am - 4:30 pm

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Room Requested:  East Only  West Only  East & West combined

**OPTIONAL EQUIPMENT & SERVICE** – subject to availability

(Payment due within 5 days of confirmation, but no later than 3 days prior to reservation)

- Set up (\$50) (Table & chair setup and take down)
  - Auditorium
  - Classroom
  - Square Discussion
  - U-Shaped Discussion
  
- A/V Package
  - Up to 3 hours (\$75)
  - 3-6 hours (\$150)
  - 6-9 hours (\$200)
  - More than 9 hours (\$250)

(Continued on other side)

In submitting this request, you confirm that you are 18 years of age or older and have read and agree to comply with all provisions of the Warrenville Public Library District Public Use of Meeting Room Policy. You understand that failure to comply with the regulations set forth in the policy may result in termination of your organization's right to use the Library meeting room facilities. In submitting this request you also agree to indemnify and hold harmless the Warrenville Public Library District from all claims, actions, suits, proceedings, costs, expenses, damages, and liabilities, including attorney's fees, arising out of, or resulting from the occupancy or use of the meeting rooms. You agree to accept full responsibility on behalf of your organization for use of the Library's meeting rooms. You will be required to present your library card or photo I.D. to gain entry to the room on the date of the reservation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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**OFFICE USE ONLY**

Approved:  Not approved:  Reason: \_\_\_\_\_

Fee due \$ \_\_\_\_\_ due by \_\_\_\_\_

Date and amount of Fee received (if required) \$ \_\_\_\_\_ Date: \_\_\_\_\_

Reservation cancelled Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Date and amount of fee refunded (if required) \$ \_\_\_\_\_ Date: \_\_\_\_\_