

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:

For organizations of which the Library is a member, governmental entities serving the Warrenville community and Warrenville Library cardholders reservations are accepted no more than 90 days in advance of a reservation date and a minimum of one week prior to the reservation date.

For all other organizations reservations are accepted no more than 60 days in advance of a reservation date and a minimum of one week prior to the reservation date.

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 – must be requested at time of original reservation and is 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 Warrentville 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 Warrentville 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

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: _____