

Homewood Public Library District Meeting Room Application

17917 Dixie, Homewood, IL 60430

(708) 798-0121 ext. 229

www.homewoodlibrary.org

Organization or Group Name: _____

Date of Application _____

Select one below:

Conference Room (capacity 12) Meeting Room (capacity 120)

Applicant Name _____

Address _____

Phone Number _____ Card Number _____

Is the Applicant 18 years or older? Yes No

Specific Date needed _____ Specific Time _____

Anticipated Attendance _____

Purpose of Meeting _____

Are you serving refreshments? Yes No

Do you wish to pay \$30.00 to have the room set-up done for you? Yes No

If yes, the fee and a room diagram must accompany the application.

Release Statement

I have read the Homewood Public Library District's Policy on the use of its meeting rooms and agree to comply with all regulations. I understand that failure to comply with such regulations may result in termination of the right to use the meeting room facilities. I also understand that the library is not responsible for personal injury or any damage to equipment, supplies, materials, or any personal possessions owned or leased by those sponsoring or attending the meeting described above. I agree to indemnify and hold harmless the Homewood Public Library District for any and all damages that occur to the Library building, grounds, furniture, furnishings or equipment resulting from this use of such meeting room.

Signature of applicant _____

Application approved Yes No Date _____

Entered on library calendar Yes No Staff Initials _____

Copy mailed to applicant _____ Staff Initials _____
(date)