WARRENVILLE PUBLIC LIBRARY DISTRICT
Application for Use of Library Meeting Room

Date of Meeting: _____

Time Reserved: _____ to _____
(time slots: 10 am - 1 pm; 1 pm - 4 pm; 5:45 pm - 8:45 pm)

Meeting begins at: _____

Name of Organization: _____

Contact Person: _____ Library Card No: _____

Address: _____
Street   City/State   Zip

Phone: (Home) _____ Work: _____

Nature of Meeting: _____

Estimated Attendance: _____

Type of Organization: Profit _____   Non-Profit _____   Exempt _____

ROOM ARRANGEMENT

Number of chairs needed:

Auditorium Style (chairs in rows with center aisle)   _____

Classroom Style (6 chairs per table - maximum 48)   _____

Additional tables and chairs:

Number of tables at front of room   _____

Number of chairs at front of room   _____

FEES

Time slots: 10 am - 1 pm; 1 pm - 4 pm; 5:45 pm - 8:45 pm

Profit Organization	$50.00 _____		Podium	No charge	
Each additional slot	$20.00 _____		Overhead Projector	$10.00 _____	
			Screen	No charge	
Non-Profit Organization	$30.00 _____		Slide Projector	$10.00 _____	
Each additional slot	$10.00 _____		Kitchen *	$20.00 _____	
			Piano	$10.00 _____	

TOTAL FEES   **$** _____

I have read the Policy for Use of the Meeting Room and agree to follow the rules set forth.

Signature: _____   Date: _____

Please return to: Warrenville Public Library District, Attn: Business Office
28W751 Stafford Place, Warrenville, IL 60555
(630) 393-1171

*Any refreshments brought into the library require use of the kitchen. Food or drinks may not be brought into any other library rooms.

Approved September 17, 2003