

Warrenville Public Library District – Room Reservation Request

Please submit completed form by email to Jackie@warrenville.com or deliver to Warrenville Public Library District, 28W751 Stafford Place, Warrenville, IL 60555. To check room availability or submit a request by phone, contact Jackie Davis, Administrative Assistant at 630/393-1171 x119.

Room to be reserved: ___ Hudetz Family Meeting Room (max. capacity 72)

 ___ Conference Room (max. capacity 18)

Date (mm/dd/yy): _____

Start time: _____ (no earlier than 9:30am Mon-Sat; 1pm Sun)

End time: _____ (no later than 9pm Mon-Thu; 7pm Fri; 5pm Sat-Sun)

Equipment needed? ___ Coffee urn (\$10) ___ Laptop/projector (\$40) ___ Refreshment Fee (\$20)

Other Notes: _____

ABOUT YOU & YOUR ORGANIZATION

Note: You must have a Warrenville Library Card to reserve a room. In submitting this request, you confirm that you 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 my 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.

YOUR NAME: _____

YOUR ORGANIZATION'S NAME: _____

PURPOSE OF THE MEETING: _____

YOUR PHONE NUMBER : _____

YOUR EMAIL ADDRESS: _____

Provide contact info for an alternate person who may "sign in" for the room in your absence (optional)

ALTERNATE CONTACT NAME: _____

ALTERNATE CONTACT PHONE NUMBER or EMAIL ADDRESS: _____