

# Lincolnwood Public Library District

## Meeting Room Reservation Form

**Completion of this form does not guarantee a room. You will be contacted by a Library representative.**

On behalf of the following organization, I have read the Meeting Room Policy located at: [lincolnwoodlibrary.org>About>Cards, Loans & Policies>Library Policies](http://lincolnwoodlibrary.org>About>Cards, Loans & Policies>Library Policies) and agree to abide by all regulations governing the use of Library facilities. I agree

Do you have a Lincolnwood Public Library District Card? yes  no  Is your organization a non-profit? yes  no

*If you've answered no to either of these questions, per the Meeting Room Policy, we are unable to process your reservation at this time.*

Today's date: \_\_\_\_\_ Organization name: \_\_\_\_\_

Preferred meeting date: \_\_\_\_\_ Alternate date(s) if preferred date is not available: \_\_\_\_\_

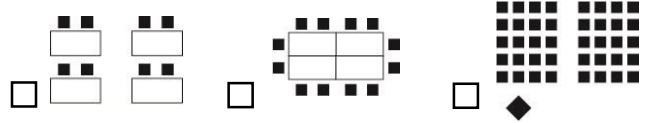
Meeting start time: \_\_\_\_\_ Meeting end time: \_\_\_\_\_

Expected attendance: \_\_\_\_\_ General purpose of the meeting: \_\_\_\_\_

Meeting room options (please select one):  
A  up to 44 people  
B  up to 44 people  
AB  up to 88 people  
C  up to 16 people (Youth Room)  
*(small size tables/chairs)*

Equipment needed: \_\_\_\_\_

Room set up style (please select one):



*Please note: actual setup will be based on expected attendance and room capacity.*

As stated in our Meeting and Study Room Policy (Sec. VIII: Food and Other Refreshments), "Food and covered nonalcoholic drinks may be consumed in the Meeting Rooms as long as they are individually packaged and do not have to be maintained at certain temperatures. Examples include bagged snacks, juice boxes, whole pieces of fruit, and cookie trays. The serving and consumption of food and covered nonalcoholic drinks must be approved in advance and a \$50 cash deposit may be required at least 10 business days before the meeting, which will be refunded if the room and equipment are left in good condition."

Will food or drinks be served? No  Yes  If yes, please describe: \_\_\_\_\_

**Reminder:** The following disclaimer must be included in all published materials about the event: *The Lincolnwood Public Library provides meeting space as a community service. The Library neither sponsors nor endorses this event, the speaker(s) or the organization.*

### The person named below must:

- Be authorized by the organization to assume responsibility on its behalf
- Have a valid Lincolnwood Public Library District card

Your name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Your home address: \_\_\_\_\_ LPLD card barcode number: \_\_\_\_\_

Title/Position in organization: \_\_\_\_\_ Email address: \_\_\_\_\_

Please sign and date this form and return it to a Library representative.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Form collected by: \_\_\_\_\_ Date: \_\_\_\_\_  Checked ID  Checked library card status

Marketing: Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  Gave copy of Meeting Room Policy

Reservation entered  Confirmed set up

Food Deposit

Staff contact assigned: \_\_\_\_\_