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APPLICATION FOR PUBLIC MEETING ROOM USE

Before completing this application, please insure that your organization and its proposed use of the library meeting room comply with the library's Public Meeting Room Use Regulations Rev.2020.02.18.

Application for use of the room must be made by a current Fox Lake District Library resident cardholder, who will be responsible for the group's observance of the meeting room rules and for any damaged incurred to library owned equipment.

This application must be received by the library two weeks prior to the proposed use of the room. The booking of the room is not official until it has been confirmed by the library's administrative office, which in some cases may require a call back to the applicant. Acceptance of this application by a library staff member does not in itself confirm the booking. The library's administrative office hours are Monday through Friday from 9 am to 5 pm.

Date of Application Submission

Date and Time of Requested Use

Organization Name

Cardholder Requesting Room Information

Anticipated Duration of Meeting

Name

Anticipated Attendance

Address City, ST Zip

Purpose of Meeting

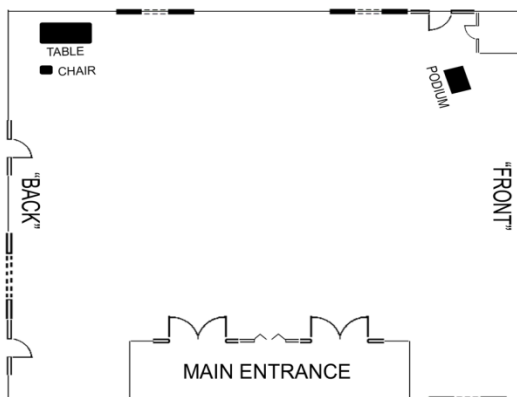
Phone Number(s)

Number of chairs and/or tables required

Email Address for Booking Confirmation

(see policy for attendance limits)

Please use the diagram below to show desired table/chair placement:



Signature Date
(signing here signifies you agree to the certification indicated below)

I certify that I have read the Fox Lake District Library's current **Public Meeting Room Use Regulations Rev.2020.02.18** attached, that my organization qualifies for use of the room in all respects, and that it recognizes that breaking of any of the meeting room use rules will result in denial of meeting room use.

If refreshments will be served at the meeting, please attach a check in the amount of \$50.00 made out to "Fox Lake District Library". The check will be returned only if the library meeting room has been cleaned up with no damage resulting from use of the room.