

**HODGKINS PUBLIC LIBRARY DISTRICT**  
**Application for the Public Meeting Room**

Date of Request: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Date(s) of Program: \_\_\_\_\_

Time of Program: (program must end at 15 minutes prior to library closing)

Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Describe Program/Meeting: \_\_\_\_\_

Number of People: \_\_\_ (max 60) Number of Chairs: \_\_\_ (max 60) Number of Tables: \_\_\_ (max 5)

Person Making Application (primary contact): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**The group using the room is responsible for setting up and tearing down furniture. You will be charged for any damage to the room or its contents, or expenses incurred by the Library as a result of use.**

Secondary Contact (required): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (different than primary): \_\_\_\_\_ Email: \_\_\_\_\_

**I have read the policies governing the use of the meeting rooms and agree to follow the rules and regulations stated therein.**

In the event this application is granted:

1. I do hereby agree to abide by all provisions and regulations included in the Hodgkins Public Library District Meeting Room Policy, receipt of which is acknowledged;
2. I do hereby indemnify and hold harmless the Library Board of Trustees of the Hodgkins Public Library District of Hodgkins, Illinois, its employees and agents, from any and all loss, costs, expenses, injuries or damages which may be sustained while on the premises.
3. I do hereby agree to reimburse the Library Board of Trustees of the Hodgkins Public Library District of Hodgkins, Illinois on demand of any and all damages to the Hodgkins Public Library premises, materials, or equipment resulting from our use of the meeting room.

**Signature:** \_\_\_\_\_

Application for the use of the Library facilities does not guarantee approval. Applications will be approved on a first come, first served basis.

For information, please contact the Library Director: 708-579-1844

**\*\*For Library Use\*\*** Date Rec'd \_\_\_\_\_ Approved? \_\_\_\_\_ Date Approved \_\_\_\_\_ Initials \_\_\_\_\_