

Meeting Room Reservation and Use Agreement

Name of Organization/Group: _____

Name of Representative: _____ Date of Application: _____

Representative's Orland Park Public Library card number: 21315 Expiration Date: _____

Representative's Address: _____

Representative's Phone Number: _____

Representative's Email Address: _____

Check the box that best represents your group:

Local group of library patrons Government Nonprofit Business (for non-commercial use)

Meeting Room Reservation:

A single group may book up to twelve (12) meetings per calendar year. Meeting rooms may be reserved up to three (3) months in advance, but no less than ten (10) business days in advance. Representative must be at least 18 years old. Nonprofits unable to provide a library card will be asked to prove nonprofit status. See the Meeting Room Policy for more information.

Meetings may be scheduled Monday - Friday 9:30 a.m. to 8:30 p.m. Groups may arrive at the library 30 minutes before the scheduled start time. All meeting rooms must be vacated no later than 15 minutes prior to the closing of the library.

How many attendees do you expect at your meeting?

Date/ Time Requested:

Please only request one meeting per form.

Date of Meeting: _____ Start Time: _____ a.m. / p.m.

Length of Meeting: _____

Second Choice Date/ Time Requested:

Date of Meeting: _____ Start Time: _____ a.m. / p.m.

Audio-Visual Equipment Requested:

Microphones Projector Screens

I acknowledge that I have read and will abide by the Orland Park Public Library's Meeting Room Policy and Meeting Room Rules and Regulations. I will be present throughout the meeting. I will be responsible for all others in the room. I will be responsible for any willful or accidental damages to the meeting room or furniture. I must indemnify and hold harmless the Orland Park Public Library, its Board of Library Trustees, all library staff, and the Village of Orland Park for any and all accidents should any be incurred arising from or during the course of use of the room pursuant to this application.

Signature

Date

Ways to Return this form:

Return this form to the library by dropping it off at the Welcome Kiosk.

Fax this form to the library's fax number: 708-349-8322.

Scan this form to email, and send this form to AskOPPL@orlandparklibrary.org.

Questions?:

Call 708-428-5205 with questions about meeting room use.

Administrative Use Only:

Approved Not Approved

Date: _____ Staff Signature: _____

Reason if not approved: _____

Notification Date: _____

Call Email