



# Peotone Public Library District

515 N. First St.  
Peotone, IL 60468  
708/258-3436  
Fax 708/258-9796  
[www.peotonelibrary.org](http://www.peotonelibrary.org)

## **BOOKING APPLICATION-PUBLIC MEETING ROOMS**

Date of Application: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_ (street)  
\_\_\_\_\_ (city)  
\_\_\_\_\_ (state and zip)

Phone: \_\_\_\_\_

Person Responsible for Application: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
E-mail address (optional): \_\_\_\_\_

Head of organization if other than applicant (if applicable) or other contact person:

\_\_\_\_\_

Home phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of meeting \_\_\_\_\_

Frequency of use: One Time \_\_\_ Other (Please explain) \_\_\_\_\_

Hours of use: \_\_\_\_\_ (Begin) \_\_\_\_\_ (End)

Type of Meeting/Program (Please Describe): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_

Please list any materials you anticipate bringing into the library: \_\_\_\_\_  
\_\_\_\_\_

Room to be Reserved: Small Meeting Room: \_\_\_\_\_ Large Meeting Room: \_\_\_\_\_  
(12 total occupancy) (48 total occupancy)

I state the above information is true and correct. I further state that I have received a copy of the Policy adopted by the Board of Trustees of the Peotone Public Library District, we will abide by and comply fully with that policy at all times, and the above group shall indemnify and hold harmless the Board of Trustees of the Peotone Public Library District from and against any loss, cost, expense, or damage occasioned by the use of the meeting room(s) and/or our failure to follow any part of this policy.

Applicant Signature: \_\_\_\_\_

\$25.00 Room Deposit paid/ Check Number: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**DISCLAIMER:**

The Peotone Public Library District, by granting permission for the use of the Library facilities to any party, does not necessarily share, condone, or advocate any of the beliefs, purposes, or actions of the person, persons, organization, or activities, which are using the facility either while on or off the premises owned by the Peotone Public Library District.

Updated 2/7/2017