

HUNTLEY AREA PUBLIC LIBRARY PROGRAM ROOM APPLICATION FORM

Name of group, organization, or individual: _____

Type of group: Not-for-profit
 For profit (\$25 per session charge - training or informational meeting only)

Refundable Deposit \$25 refundable deposit (check preferred, cash accepted)

Date(s) and time(s) (request on hour or on half hour; within next four weeks): _____

Purpose(s) of meeting(s): _____

Name of Huntley Area Public Library Cardholder: _____ Huntley Area Public Library card number: _____

Address: _____

Phone Number (Day): _____ (Evening): _____

Name and phone number of person the library or the public may contact if there are questions: Name: _____
 Phone Number: _____

Number expected to attend (min. 4 / max. 45): _____ We will/will not serve refreshments (circle one): (Yes / No)

Available assets are: 45 Chairs, 6 tables, whiteboard, and display monitor. What assets will you need?

_____ # of Chairs _____ # of Tables _____ 1 Whiteboard

- Yes, I want to use the display monitor. I will provide the computer. The library has an HDMI cable to connect your computer to the display monitor.
- I understand I am responsible for room setup and take down. Surfaces must be cleaned. Cleaning supplies are available in the program room closet.

I have read the Program Room Policy, and while using the Program Room my group agrees to abide by the Policy and to indemnify and hold harmless the Huntley Area Public Library District and/or its staff and Board of Trustees of any and all consequences resulting from the use of the Program Room.

Signature: _____ Date: _____

For Internal Use Only (Initial and Date):		
_____ Valid Huntley Area Public Library card _____ Deposit collected _____ Applicable fees collected _____ Added to Communico		_____ Room check _____ Deposit returned _____ Applicable fees turned in