HUNTLEY AREA PUBLIC LIBRARY
PROGRAM ROOM APPLICATION FORM

In allowing use of its program room, neither the library, nor its Board of Trustees, endorses any position expressed by any group using the room.

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): Date: _____ Time: _____

Purpose(s) of meeting(s): _____

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

Address: _____

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

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

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: _____

HUNTLEY AREA PUBLIC
LIBRARY
EXPLORE ENDLESS OPPORTUNITIES