

**CLARENDON HILLS PUBLIC LIBRARY  
MEETING ROOM APPLICATION**

Organization: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Time: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_ Refreshments: Y/N \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Appln: \_\_\_\_\_

General Purpose for Room Usage: \_\_\_\_\_

\_\_\_\_\_

The Clarendon Hills Public Library meeting room is available for use by Clarendon Hills' organizations and local non-profit groups with members who have a Clarendon Hills Library card and by businesses located within Clarendon Hills (for non-commercial use only).

There is a fee of \$25.00 for up to 4 hours of room usage and a fee of \$50 for over 4 hours and up to 8 hours. Payment is due when the event is scheduled. Cancellations must be made 24 hours in advance to receive a refund.

The renting organization will not hold the Clarendon Hills Library, Library staff or the Board of Trustees liable for accidents sustained on the premises.

**Users must follow the rules for using the meeting room as outlined in the Clarendon Hills Public Library Meeting Room Policy. Please initial below that you have read the Meeting Room Policy.**

I have read the Clarendon Hills Public Library Meeting Room Policy. \_\_\_\_\_  
Initials

Signed by: \_\_\_\_\_ Position: \_\_\_\_\_

-----

For Staff use only:

Amount Paid: \_\_\_\_\_ Method: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_