



### Application for Meeting Room or Conference Room Use

\*Applications can be completed online at [www.lvdl.org/reserve-room](http://www.lvdl.org/reserve-room)

Date of Reservation: \_\_\_\_\_ No later than 6 months in advance of today's date.

Time (Start): \_\_\_\_\_ Rooms available: Mon.–Thu. | 9:15am–8:45pm

Fri. | 9:15am–5:45pm

Time (End): \_\_\_\_\_ Sat. | 9:15am–4:45pm

Sun. | 1:15pm–4:45pm

Which room would you like?

\_\_\_\_\_ Room A (40 people)

\_\_\_\_\_ Room B (60 people, counter and sink)

\_\_\_\_\_ Room A & B (100 people, counter and sink)

\_\_\_\_\_ Conference Room (12 people)

\_\_\_\_\_ Room D (10 people, no food please)

Lake Villa District Library Card Number: \_\_\_\_\_

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

Name of Organization: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

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

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Check the boxes if you need any of the following

Computer Projector

DVD Player

Podium

Special Set Up: **There is a \$20 fee for special set-up.** In rooms A and B, our standard set up is theater style (a table or podium at the front facing rows of chairs). If you'd like a different set up, please select one from the back of this paper.

Applications must be made by individuals 18 years of age or older. I have read and agree to abide by the Statement of Policy and Principles and the Meeting Room Use Rules. I agree to use the room only for the purpose stated in this application. I and/or the organization I represent indemnify and hold harmless the Lake Villa District Library for any and all accidents which may be sustained on the premises resulting from the negligence of the group using the meeting room.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Meeting Room Setup Options

*X's represent a chair. Boxes represent a table*

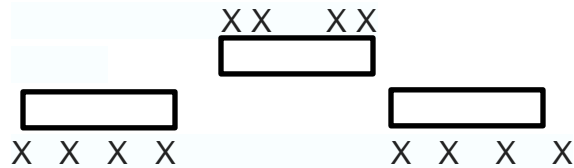
We have 10 tables and 100 chairs available. Drawings represent possible setups and not actual number of seats

Standard Configuration (Theater Style) – No additional charge

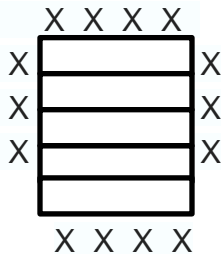


**Special Set-Up Options: Requires a \$20 fee. Please circle your choice**

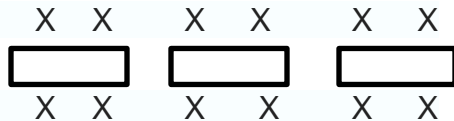
1. Lecture/Classroom



2. Closed Cube



3. Luncheon



4. Open Cube

