



Application for Meeting Room or Conference Room Use

*Applications can be completed online at 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/sink) ***Tuesday/Thursday only 1 month in advance**
- _____ Room A & B (100 people, counter/sink) ***Tuesday/Thursday only 1 month in advance**
- _____ 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

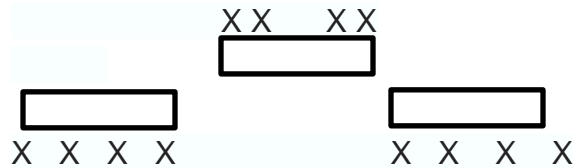
We have 10 tables and 100 chairs available. Drawings represent possible setups and not actual number of seats

Standard Configuration (Theater Style) – No additional charge

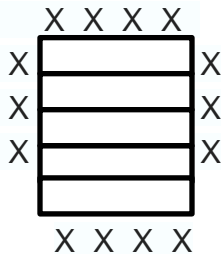


Special Set-Up Options: Requires a \$20 fee. Please circle your choice

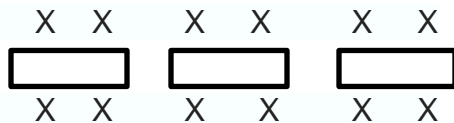
1. Lecture/Classroom



2. Closed Cube



3. Luncheon



4. Open Cube

