

Lyons Regional Library District

Meeting Room Use Form

First time meeting room users must return the signed meeting room use form to the library information desk
when making room reservations.

Please fill in the form completely

Groups Name: (Please include how you would like to be listed)		<input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit
Contact Person:	Phone (H):	Phone (W):
2 nd Contact Person and/or Local Contact:	Phone (H):	Phone (W):
Address of Organization/Main Contact:		
Purpose of Meeting:		
Open to the Public? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Room Requested (check one):		
Community Room <input type="checkbox"/> Effie Banta Meeting Room <input type="checkbox"/> Community Room & Effie Banta Meeting Room <input type="checkbox"/> Horizon Drive Study Room <input type="checkbox"/>		

Date of Reservation:	Reservation Time (to include room set up and clean up):
Neither the Library Board of Trustees nor the Lyons Regional Library District is responsible for accidents, injury or loss while using the meeting rooms. Organizations holding meetings assume responsibility for damage to room contents.	
I have read and fully understand the rules on meeting room use for non-library activities. I understand library approval must be granted if this is my first meeting room request.	
Failure to comply with all library policies will result in loss of meeting room privileges	
A key will be issued for use of the meeting room during non-library hours. Keys MUST be obtained during Library operating hours. A fee will be charged to cover the cost of replacement keys and re-keying meeting room and lobby doors should keys not be returned.	
Signature of Responsible Party:	Date:
Library Employee Taking Reservation:	
Approval for First Time Meeting Room Reservation:	

Adopted May 21, 2019
Revised February 18, 2020
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