

**APPLICATION FOR RESERVATION AND USE OF
THE COAL CITY PUBLIC LIBRARY DISTRICT MEETING ROOM**

Application is hereby made for the reservation and use of the Coal City Public Library District Meeting Room upon the following terms:

PART I

Name of party completing this application

Home Address: _____

Phone number: _____

CCPLD Library Card Number: _____

PART II

Name of group, club or organization

Phone number: _____

Names and phone numbers of officers (President, Vice President, Secretary, etc.)

Title Name Phone No.

Title Name Phone No.

Title Name Phone No.

Title Name Phone No.

PART III

Day/Date requested: _____

Hours requested: _____

General purpose of use (business meeting, panel discussion, lecture, etc.)

Expected attendance: _____

Special requirements, comments: _____

I state that the above information is true and correct. I further state that I have received a copy of the Meeting Room Policy adopted by the Board of Trustees of the Coal City Public Library District. I (and the above group, club or organization, if applicable), shall abide by said Meeting Room Policy and shall indemnify and hold harmless the Coal City Public Library District, Trustees and employees from any loss, cost, expense or damages occasioned by the use of the Meeting Room.

Applicant

Application Date: _____

PART IV

The Coal City Public Library District provides some equipment for use in the public meeting room. The following equipment is available upon request. Please indicate the equipment needed.

- Laptop computer
- Wireless presenter with laser pointer
- LCD projector
- DVD Player
- Slide projector
- Overhead projector
- Microphone
- Wireless lapel microphone
- Wireless headset microphone
- PA system
- Podium

ACTION OF APPLICANT

Approved: _____

Modifications or restrictions, if any: _____

Disapproved: _____

Reason for disapproval, modifications or restrictions:

Authorized library representative: _____