

**UNIVERSITY PARK PUBLIC LIBRARY**

**APPLICATION FOR USE OF MEETING ROOM**

Submit Application to: Library Director  
University Park Public Library  
1100 Blackhawk Drive, University Park, IL 60484  
708-534-2580

Organization: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Does group have 50% membership of University Park residents?

Yes \_\_\_ No \_\_\_ Proof may be requested.

Does group have liability insurance Yes \_\_\_ No \_\_\_ Proof may be requested.

Estimated Attendance: \_\_\_\_\_ Kitchen needed: \_\_\_\_\_.

Date of meeting: \_\_\_\_\_ Time: from \_\_\_\_\_ to: \_\_\_\_\_.

After hours fee: \_\_\_\_\_ (to be determined by library).

Equipment requested: \_\_\_\_\_.

Number of tables: \_\_\_\_\_ Number of chairs: \_\_\_\_\_.

**INDEMNIFICATION:** For and in consideration of the use of the meeting room and library facilities, any person or group using same hereby agrees to indemnify and hold the University Park Public Library harmless from any and all causes of action, suits, judgments or settlements relating to its use of such room and facilities. Further, such person or group agrees to indemnify the Library for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof.

**STATEMENT OF RESPONSIBILITY**

I have read the University Park Public Library District's Policy on the use of its Meeting Room and agree to comply with all regulations. I understand that failure to comply with such regulations may result in termination of the right to use the Library Meeting room facilities. I also understand that the Library is not responsible for equipment, supplies, materials, or personal possessions owned or leased by those sponsoring or attending the meeting described above.

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

University Park Public Library card number: \_\_\_\_\_

Is the applicant 18 years or older? \_\_\_\_\_

Library Director: \_\_\_\_\_ Date: \_\_\_\_\_