

STEGER – SOUTH CHICAGO HEIGHTS PUBLIC LIBRARY DISTRICT MEETING ROOM APPLICATION

The following application must be completed to apply for use of the meeting room. A valid Steger-South Chicago Heights library card must be presented with the application.

Date of Application: _____

Organization or Group Name: _____

Applicant Name: _____

Applicant Card Number: _____

Address: _____

Phone Number: _____

Specific Date/s Needed: _____

Specific Time: _____

Purpose of the meeting: _____

Anticipated attendance: _____

Release Statement:

I have read the Steger-South Chicago Heights Library's Meeting Room Policy and agree to comply with all regulations. I understand the failure to comply with such regulations may result in the termination of the right to use the meeting room. I also understand the Library is not responsible for personal injury or any damage to equipment, supplies, materials or any personal possessions owned or leased by those sponsoring or attending the meeting described above. I agree to indemnify and hold harmless the Steger-South Chicago Heights Library for any and all damages that occur to the Library building, grounds, furniture, furnishings or equipment resulting from this use of such meeting room.

Signature of applicant: _____

Application approved: Yes No

Approval date: _____

Staff signature: _____