



2001 Delmar Avenue
Granite City, IL 62040-6238
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smrld.org

Tina Hubert
Executive Director

SERVING GRANITE CITY, MITCHELL, AND PONTOON BEACH

APPLICATION TO RESERVE SMRLD LIBRARY TRAINING AND EVENTS ROOM

Organization name: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Authorized Adult Representative: _____

SMRLD library card number: _____

Phone: _____ E-mail: _____

Alternative contact: _____

Phone: _____ E-mail: _____

Meeting topic: _____

Expected number of attendees: _____

Single use: Meeting date: _____

Start time* _____ End time* _____

Multiple uses: Meeting date(s): _____

Start time* _____ End time* _____

Coffee/Food: () Yes () No If yes, describe: _____

* Meetings may be scheduled during the library's open hours only. Meetings must adjourn at least 15 minutes before the library's scheduled closing time.

As an authorized adult representative of the above organization, I hereby apply for the use of the meeting room as indicated above. I have read the policies and rules governing the use of the meeting room facilities and agree that they will be carefully observed. If a meeting is cancelled, I agree to notify the library as far in advance as possible.

This request complies with the SMRLD Meeting Room Use Policy and Procedures: () Yes () No If no, please write special consideration reasons on back of application.

Signed _____ Date _____

Signature indicates that applicant has reviewed all applicable rules and regulations, and that the organization agrees to abide by said regulations as set forth by the Library's Board of Trustees. In addition, the signatory and all participants agree to hold harmless Six Mile Regional Library District, all library personnel and board members and the Friends of the Library, for any damage(s) to persons or property in attendance at said meeting, caused by or resulting from the organization's use of the meeting room and for any liability for losses relating to the cancellation with or without cause of an approved meeting.

Please note: Meeting room reservations are not confirmed until this completed form has been reviewed and approved by designated library personnel.

Appeal process: Groups or individuals who are denied use of a library meeting room may appeal in writing to the Library Director at Six Mile Regional Library District, Director's Office, 2001 Delmar Ave., Granite City, IL 62040 E-mail address: director@smrld.org Fax: 618.876.6317

FOR LIBRARY USE ONLY

Application approved: ___ Application denied: ___ Reason for denial: _____

Signed: _____ Title: _____ Date _____

Applicants will be notified within 5 business days regarding application status.