

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

APPLICATION FOR USE OF THE LLOYD ROOM

Date of application _____ Date requested _____

Starting time of meeting _____ Ending time _____

Brief description of the nature of the meeting _____

Phone Number of Group of Organization _____ Approximate attendance:
adults _____ children _____

RULES GOVERNING THE USE OF THE LLOYD ROOM

1. All meetings must be open to the public. Organizers cannot exclude anyone who wishes to attend and must comply with the Americans with Disabilities Act.
2. The Lloyd Room is available only during the following hours.
Monday - Thursday: 9:00 a.m. to 8:45 p.m.
Friday and Saturday: 9:00 a.m. to 4:45 p.m.
Sunday: 1:00 p.m. to 4:45 p.m.
3. Separate application for each date requested must be made.
4. Applications cannot be approved until library sponsored programming is determined, approximately one month prior to each period. Library sponsored activities have precedence over all others.
5. Responsibility for arranging the furniture, clean-up, and provision of needed equipment rests solely with the user.
6. No food or drinks are allowed. Smoking is prohibited by State law.
7. The size of the group may not exceed 20.
8. It is requested that notice of cancellation be made as soon as possible.
9. People using the Lloyd Room must adhere to the Unattended Children Policy.

I hereby affirm that I am a resident of the Winnetka-Northfield Public Library District and a member of the above named organization. On behalf of the above named organization, I agree to these rules governing the use of the Lloyd Room. I will be present at the above named meeting.

Printed Name _____

Signature _____ Telephone _____

Address _____

Approved for use by _____ Date _____

Return form to: Alex Makstman

Winnetka-Northfield Public Library District
768 Oak Street
Winnetka, IL 60093

10/20/04