

East Moline Public Library

Application for use of the meeting room

Meeting Date(s): _____ Application Date: _____

Beginning Time: _____ Ending Time: _____ Non-Profit? _____

Is this a recurring event? _____ (If this is a recurring event, a new form must be filled out each year)

Name of Organization: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Purpose of Meeting:

Number of people (specify maximum expected) _____

Will refreshments be served? _____ If yes, what kind? _____

Special needs/Requests

- Evening meetings are expected to end no later than 15 minutes prior to closing time
- All meetings held at the library must be open to the public and free of charge. Exceptions may be made for specific cases such as job trainings at the Director's discretion.
- Non-profit organizations may collect any fees necessary to support their programs. No fees may be charged by for-profit organizations, on or off premises.
- You shall be responsible for setting up the room and leaving the room in orderly condition. All reasonable precautions must be taken to avoid damaging equipment, furnishings, floor coverings and other library property
- There is a 24 hour cancellation policy. Please call 309-755-9614
- Misrepresentation of the above data or failure to abide by the rules established will be cause for denial of further use of the meeting room

Applicant Signature and Date: _____

If submitting online, simply type signature and date

(Signature on this application covers all meetings held by this group)

For office use only:

Staff Initials: _____ Date: _____

Mark on Calendar? _____ Give completed application to Mary

