

Parlin-Ingersoll Public Library

Application for Use of a Program Room

This application must be signed and submitted to the Library Director for approval at least 14 days before the requested date.

Qualifications: The Program Room of the Parlin-Ingersoll Public Library may be used by governmental and non-profit organizations engaged in educational, cultural, intellectual, charitable, or civic activities only.

- No fee may be charged, no collection may be taken and no purchase may be required of those who attend.
- The Library will not set up the Program Room for any outside organization.
- The organization is responsible for cleaning the Program Room following the meeting.
- The organization is responsible for all damages done to the room or library equipment.
- If your organization is a Non-Profit, you must provide documentation of your non-profit status with this Application.
- Any fees for use of the Program Room must be paid at least 2 business days before the scheduled meeting.
- **Meeting Rooms are available for use during regular service hours on days the Library is open. Exact times may vary.**
No one may enter the Library prior to opening hours.
- Please note the Library is closed on Sunday.

Name of Organization _____

Purpose for which the room is requested: _____

Date requested for meeting: _____ Number of persons anticipated: _____

Scheduled time of your meeting: from _____ a.m./p.m. to _____ a.m./p.m.

(Access to Program Room is limited to the hours the library is open.)

Contact person from your group (this information will be given to the inquiring public):

Name _____

Position _____

Address _____

City _____ State _____ Zip _____

Telephone numbers:

Home _____ Work _____ Email _____

Will food and or non-alcoholic beverage be served? Yes No

Continued on back.

Use of the Library Program Room is subject to Director Approval. Applications may be denied for violations of the Program Room Policy.

The Library reserves the right to revise any meeting arrangements scheduled if necessary and to preempt established reservations upon reasonable notification to the organization.

I realize that in submitting this request, I am assuring the library that the above information is correct and that I have read the Program Room Policy. Any advanced publicity about any meetings specified above in no way involves the library except as a place of meeting. I understand that any violations of the rules regarding the use of the library will result in the cancellation of future meetings.

Signed _____ Date_____

Return to: Parlin-Ingersoll Public Library • 205 West Chestnut Street • Canton, IL 61520 • (309) 647-0328 • Attn: Library Director
submit via email: parlin@parliningersoll.org