



APPLICATION FOR USE OF GENEVA PUBLIC LIBRARY ROOMS

Meeting Room 30 or More People (Fee's Apply)	<input type="checkbox"/>
Program Room 25-30 People (No Charge)	<input type="checkbox"/>

Name of organization: _____

_____ For profit (see Policy restrictions) _____ Not for profit _____ Govt. body

Date of meeting: _____ Purpose of meeting _____

Name and card number of Geneva Library cardholder responsible for meeting:

Name: _____ Card number: _____

Address: _____ Email: _____

City _____ State _____ Zip _____

Home phone: _____ Business phone: _____ Kitchen needed: _____ yes _____ no

Time of meeting: Set-up begins _____ Clean-up ends _____

*****SETUP NOT PROVIDED BY LIBRARY*****

Equipment Needed (Indicate need by checking box on right)	
Screen	<input type="checkbox"/>
Podium	<input type="checkbox"/>
Microphone	<input type="checkbox"/>
Easels	<input type="checkbox"/>
Projector	<input type="checkbox"/>

Meeting room fee (see Policy for rates) _____ Received by _____

Enclosed is a copy of the Geneva Library Meeting Room Policy. I have read the Geneva Library Meeting Room Policy attached hereto and our organization agrees to be bound by all of the terms and provisions contained therein in reference to our use of the Library's meeting room and facilities. The user of the meeting room facilities assumes all the risks of loss, damage, or injury by fire or otherwise, to person or property, by reason of the condition of leased premises, or by reason of the management, control or operation thereof, and releases the Geneva Public Library District, hereinafter referred to as the "Library", from all claims for such loss, damage or injury sustained by the use, or by an agent or employee of the user, or by any person whomsoever, whether caused by the negligence of the Library, its agents or employees, or otherwise; and the user agrees to indemnify the Library, its successors and assigns, against all claims for such loss, damage or injury sustained by the user, or by any agent or employee of the user, or by any person whomsoever, whether the same be caused by the negligence of the Library, its officers, agents, employees or otherwise.

Date _____ Signature _____
(President or chairman of organization)

Please return application to: Business Office, Geneva Public Library District, and 127 James Street, Geneva, IL 60134
Phone: (630) 232-0780 Fax: (630) 232-0881

Reservations will be taken on a first come, first served basis and according to the priorities stated in the policy. Reservations will be confirmed in writing after receipt of fees and application. No reservations will be confirmed more than 60 days in advance.