



Allerton Public Library District Program Room Use Agreement

Allerton Public Library District offers limited use of its Program Room as a meeting space for cultural, educational, and civic organizations and card holders in the library district. The room is not available for private social functions. Program Room use is by reservation for up to two hours per reservation. Please call the library to determine if the room is available. Tentative dates can be held, but nothing is confirmed until this Agreement has been signed and returned to the library. A \$50 damage deposit must accompany this form.

Reservations may be made up to 3 months in advance. Requests will be honored on a first-come, first-served basis. The room may be reserved for up to 12 meetings per group in a 12-month period. All meetings must conclude before the library closes.

Name of Group: _____
 Contact Person: _____ Contact Phone: _____
 Contact Library Card#: _____
 Email address: _____

I have read, understand, and agree to abide by the terms of the attached Program Room Policy. I understand that I am responsible for ensuring that each member of my group is aware of and abides by the policy's regulations.

 Signature Date

Requested Dates and Times:

Note: Allow time for set up & clean up in order to be finished by specified Time End (end time must be before the library closes).

| Date Requested | Time Start | Time End |
|----------------|------------|----------|
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Please contact the library 24 hours in advance by calling 217-762-4676 or email staff@monticellolibrary.org if the reservation needs to be cancelled.

Confirmed by (staff name) _____ Date: _____
 Comments: _____

Deposit Received _____ (date & initials)

Deposit Returned _____ (date & initials)