



Request for Public Meeting Room Use

Before completing this request, please ensure that your organization and its proposed use of the library meeting room comply with the library's [Public Meeting Room Use Regulations](#).

Requests for use of the room must be made by a current Fox Lake District Library resident cardholder, who will be responsible for the group's observance of the meeting room rules and any damages incurred to library-owned equipment.

The library must receive your reservation request at least two weeks before the proposed use of the room. A reservation is not confirmed until it has been officially approved by the library's administrative office, which may require a follow-up call to the requester in some cases. Please note that the acceptance of your request by library staff does not guarantee a confirmed reservation. The library's administrative office is open Monday through Friday, from 9:00 a.m. to 5:00 p.m.














Date of Submission	Date and Time of Requested Use
Organization Name <input type="checkbox"/> 1 hr. <input type="checkbox"/> 90 mins. <input type="checkbox"/> 2 hrs.	Cardholder Name
Anticipated Duration	Mailing Address
Anticipated Attendance	Phone Number <input type="checkbox"/> Preferred Conf. Method
Purpose of Meeting	Email Address <input type="checkbox"/> Preferred Conf. Method
Room Configuration (see reverse)	Signature
Refundable Refreshment Deposit If refreshments will be served at the meeting, please attach a check in the amount of \$50.00 made out to "Fox Lake District Library". The check will be returned only if the library meeting room has been cleaned up with no damage resulting from use of the room.	I certify that I have read the Fox Lake District Library's current Public Meeting Room Use Regulations , that my organization qualifies for use of the room in all respects, and that it recognizes that breaking any of the meeting room use rules will result in denial of meeting room use.

*Email Requests to Circulation@fllib.org

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www.fllib.org
255 E Grand Ave, Fox Lake, IL 60020
847.587.0198

Room Configurations

Name	Icon	Description
Boardroom		Large table with chairs surrounding all four sides of the table.
Chairs in Circle		Chairs arranged in a large circle with the middle being open.
Chairs against Walls		Chairs against three walls with tables against the fourth wall.
Chevron		Six tables are arranged into two rows of three with each table slanted at angle. Each table has two chairs on each side of the table and one chair on each end of the table.
Classroom		Rows of desks with chairs behind each desk facing towards the front of the room.
Conference		Multiple rows of chairs with a center aisle.
Discussion Group		Chairs in a square or rectangle with the middle being open.
Enclosed Square		Tables forming a square with chairs surrounding the outer perimeter of the tables. The middle is an open space.
Meeting Room		Single, long table with chairs on each side of the table but not at the ends.
Open Room		Room is completely open with no chairs or tables set up.
Panel Presentation		Two rows of chairs with a center aisle facing the front of the room where there is a table and chairs facing the room.
Rectangle Tables		Rows of tables with a center aisle and chairs on both sides of each table.
U-Shape		Tables form a U-shape with chairs along the outer perimeter of the tables.