Waukegan Public Library Meeting Room Request Form

- Meeting rooms may be booked between 10-60 days in advance.
- Meeting rooms are free of charge.
- Meetings must be open to the public.
- Meeting rooms may be setup options are available up to 10 days before its use.
    - This includes the setup of the tables and chairs.
    - The Library does not have microphones for the public.
- Always inform the Library if food will be present.
- Meeting Rooms can be reserved for the following types of groups/meetings:
    - Local government bodies;
    - Community organizations or groups engaged in educational, civic, cultural, charitable, religious, and public information activities and events
    - Educational programs by for-profit firms and organizations, provided the program is free and open to the general public, held in partnership with the Library, and follows the Library's no solicitation policy;
    - Town meetings and open office hours of elected representatives of local, state, and national government that are non-partisan and do not endorse a specific representative.
- Meeting Rooms cannot be reserved for the following types of groups/meetings:
    - To promote or advertise, directly or indirectly, a commercial product or service;
    - To hold activities or disseminate materials urging support of or opposition to candidates for office in a particular election, or issues on the ballot;
    - To hold activities or disseminate materials that endorse would deem to be an endorsement of religion or religious belief by the Library;
    - To hold activities that would disrupt the normal operations of the library or involve a threat to public safety;
    - Private social gatherings.

Room	Capacity
Classroom A	20
Classroom B	20
Classroom A/B	40
Bradbury Room	60
Literacy Classroom	20

Organization Name	Contact person (must be at the event)
Phone#	Email
Number of People	Date and time requested
Purpose for the room	Room set up
Library Card Number	Have you read the policy? Yes_____ No _____
I acknowledge that the event must be open to the public. Yes_____ No _____	

Questions? Please call 847-623-2041 x238