

**VILLAGE OF LAKE BLUFF
MEETING ROOM REQUEST AND AGREEMENT**

GENERAL INFORMATION:

Room Requested (please check)

- Public Safety Building Community Room
- Village Hall Board Room
- Village Hall Conference Room

Contact Person

Telephone

Group/Organization Represented:

Dates and times meeting rooms are requested: _____

Number of Person(s) expected to attend meeting(s): _____

Special Requests: _____

Approval _____

Disapproval _____

Please be advised that the use of the Village meeting rooms are limited to non-profit and community based organizations or committees and scheduled on a first come-first serve basis. Meeting room reservations will not be accepted more that 60 days in advance. In the event that a Village Board or Committee meeting is scheduled and it conflicts with the date and time of your meeting, you will be notified. Because in-house meetings have priority use of the Village meeting rooms, your organization and/or committee may have to relocate its meeting to a different location. Every consideration will be made by the Village to relocate your meeting to another meeting room should such a conflict occur.