



Application For Use of Meeting Room

Application for	
Date:	Time:
Meeting Room: (circle) Training Room (up to 40 people) Small Room (up to 6 people) Other:	
Organization	
Name:	
Purpose of Meeting:	
Anticipated Attendance:	
Contact Person	
Name:	Phone:
Email:	
Event Information	
This application may be approved by the Village President subject to the following conditions: <ol style="list-style-type: none"> 1. The Meeting Room shall not be reserved more than one month in advance, nor utilized by any private group on a regular basis. 2. The Meeting Room shall be left in the same condition in which it is found, and the Organization and undersigned person will be responsible for any damage or cleaning expenses. 3. No meeting is to extend later than 11:00 pm 4. All meetings shall be conducted in an orderly manner without loud or boisterous behavior. 5. The approval of this application is dependent upon availability of Meeting Room and may be revoked at any time. 6. The Organization and undersigned person agree to release and hold harmless the Village of Barrington Hills and its officers, agents, or employees from any liability, losses, damages, expenses, or injury to person or property, including reasonable attorney's fees, arising out of the use of the Meeting Room. 	
Signature: for and on behalf of the event organizer or organization	
Print Name:	Date:
Signature of Applicant:	
In Office Use Only	
Signature of Clerk if Approved:	Date: