

**PARK RIDGE PUBLIC LIBRARY
MEETING ROOM APPLICATION APPROVAL
AND ATTENDANCE RECORDING FORM**

Your application for the use of the Library's meeting room has been approved and is enclosed.

Attendance Record

In order for us to obtain valid statistics of the use of our facilities, we ask that you complete this sheet and return it to the Library not later than 1 week after your organization has used the meeting room. Future use of the room by your organization will be dependent on our receipt of this information after completion of your meeting.

The following wording must appear on all publicity for meetings in the meeting rooms.

“Except for providing meeting space, the Park Ridge Public Library is not in any manner connected with this meeting, and neither the Library nor the Board of Trustees endorse any position expressed by the group.”

TO: Park Ridge Public Library
20 South Prospect Avenue
Park Ridge, Illinois 60068
ATTN: BUSINESS OFFICE
FAX #847-825-0001

The _____ (Organization Name) held a meeting at the Library

on _____ (Date) and _____ (Number) individuals attended.

Submitted by:

NAME _____

TITLE _____

ADDRESS _____

CITY, STATE _____

PHONE NUMBER _____

Thank You.