



## MEETING ROOM POLICY

**The meeting room in the Township Office is available for not-for-profit and governmental agencies. Advanced reservations are required. The room can accommodate up to 75 seated individuals.**

1. A Meeting Room Request form must be completed in advance and list two responsible contacts associated with the group.
2. Room key **MUST** be picked up during regular business hours. Failure to do so will result in no access to the meeting room.
3. Failure to return the key, the organization will be billed the replacement costs and may forfeit future room reservation privileges.
4. No alcohol, smoking, illegal substances, or refreshments are allowed.
5. Township reserves the right to cancel any meeting if the room is needed for Township business.

**Business Hours: 8:30am – 4:30pm; Monday – Friday**

**After Business Hours: After 4:30pm Monday – Friday and weekends**

### **Non-for-profits organizations:**

- One member of the group must be a Libertyville Township resident.
- The meeting room is available **after** 4:30pm Monday – Friday and weekends.
- A fee of \$20 will be assessed for room use. An additional clean up fee will be assessed if the facility is not left in good condition.
- The Township reserves the right to refuse a meeting room request.

### **Governmental Agencies:**

- A Meeting Room Request form must be completed in advance and list two responsible contacts associated with the group.
- The room is available **during and after** regular business hours.

### **For additional information:**

847.816.6800

[info@libertyvilletownship.us](mailto:info@libertyvilletownship.us)

[www.libertyvilletownship.us](http://www.libertyvilletownship.us)

**Kathleen M. O'Connor**  
Supervisor

*Board Approved*  
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