



LIBERTYVILLE TOWNSHIP

MEETING ROOM POLICY

MEETING ROOM AVAILABILITY: CIVIC GROUPS AFTER BUSINESS HOURS GOVERNMENTAL GROUPS UPON REQUEST

- A member of the user group must be a Township resident and the organization must be not-for-profit.
- Application form has to name two responsible parties connected with the requesting group. Application must be on file prior to room use.
- A fee of \$15.00 per room use will be assessed: it will help to fund the Community Emergency Fund, and will also be available for any maintenance costs incurred by room use.
- Room key **MUST** be picked up during regular business hours. Failure to do so will result in no access to the meeting room.
- Failure to return the key will forfeit room privileges.
- In the event the room key is lost, the organization will be billed the cost to replace the lock.
- No alcohol, smoking or refreshments allowed.
- A clean up fee will be assessed if facility not left in good condition.
- Township reserves the right to cancel any meeting if the room is needed for Township purposes.
- Evening hours only (after business hours – 4:30p.m.).
- Business hours are: 8:30 – 4:30p.m., Monday thru Friday.
- Phone 847.816.6800 for information.

We welcome your use of the township meeting room. We know your group will respect our hospitality and leave the room in good condition.

Kathleen M. O'Connor
Supervisor

Board Approved
June 2018

