

County of Union, Illinois

Public Room Reservation Agreement

Name of Requestor: _____

Organization (if applicable): _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ Email: _____

Purpose/Description of Event/Activity: _____

Room Requested:

For general purposes

Community Room

For law enforcement, official government functions or internal county activities

Courtroom 1

Courtroom 2

Preferred Reservation Date: _____

(Reservations can be made any time between 90 days and 7 days prior to the requested date.)

Preferred Reservation Time: _____

Additional Accommodations Requested:

Wireless Internet

Wired Internet

Conference phone

Large screens for computer demonstrations

Additional chairs or tables

Projection screen

Speakers

By signing this form, I, the individual named above, am affirmatively expressing my agreement with the following terms:

- I am an authorized agent of the organization listed above.
- This reservation is for purposes of public interest.
- This reservation is not of a social, political or partisan nature.
- This reservation will be open to the public unless closed in accordance with the Open Meetings Act.
- Any cancellations will be made at least two business days in advance.
- I will not attempt to transfer this reservation to another party.
- I will see that the room is left in good order and in the condition it was found.
- I agree to be liable for the full cost of any damages that occur.
- I understand that tobacco use is prohibited.
- I understand that alcohol use is prohibited.
- I knowingly, freely and voluntarily release, remise and discharge the County of Union, its officers, agents, representatives and independent contractors from any and all liability claims, causes of action and damages from any personal injury, personal loss or damages, or loss or damages to property by the above named caused by, or arising out of, the use of such space.
- I have been made aware in advance that there may be certain risks associated with the use of space within the Union County Courthouse and I voluntarily assume those risks in consideration for the ability to use space and engage in activities relating to the rental of that space for a private function within the Union County Courthouse.
- I have read fully and understand this "Public Room Reservation Agreement" governing the use of the various rooms and areas available for use at the Union County Courthouse.
- I further acknowledge that hospitalization, health or accident insurance is not being provided by the County of Union as part of this "Public Room Reservation Agreement" and have read and fully understand the nature of this release.

Signature: _____

Date: _____