



Cedar Lake Branch  
Jon Davis,  
Branch Manager  
10010 West 133<sup>rd</sup> Avenue  
Cedar Lake, IN 46303  
219-374-7121

Dyer-Schererville Branch  
Christine Rettig, Branch Manager  
1001 West Lincoln Highway  
Schererville, IN 46375  
219-322-4731

Griffith-Calumet Township Branch  
Beth Alyea, Branch Manager  
1215 East 45<sup>th</sup> Avenue  
Griffith, IN 46319  
219-838-2825

Highland Branch  
Linda Johnsen, Branch Manager  
2841 Jewett Street  
Highland, IN 46322  
219-838-2394

Hobart Branch  
Rachel Bornstein, Branch Manager  
100 North Main Street  
Hobart, IN 46342  
219-942-2243

Lake Station-New Chicago Branch  
Julie Bradford, Branch Manager  
2007 Central Avenue  
Lake Station, IN 46405  
219-962-2409

Merrillville Branch  
Erika Stolarz, Branch Manager  
1919 West 81<sup>st</sup> Avenue  
Merrillville, IN 46410  
219-769-3541

Munster Branch  
Mike Ayala, Branch Manager  
8701 Calumet Avenue  
Munster, IN 46321  
219-836-8450

St. John Branch  
Holly Koster, Branch Manager  
9450 Wicker Avenue  
St. John, IN 46373  
219-365-5379

Administration Building  
1919 West 81<sup>st</sup> Avenue  
Merrillville, IN 46410  
219-769-3541

Ingrid Norris  
Director

Roddretta Waxton  
Assistant Director of Public Library  
Services

John Brock  
Assistant Director of Operations  
and Maintenance

Greg Madouros  
Human Resources Manager

Jennifer Burnison  
Marketing Director

The library encourages public use of meeting rooms as gathering places to exchange ideas; access and share information; and participate in programs created for public enjoyment, public education, and civic engagement.

Library board policy sets the following guidelines for groups to use library meeting rooms:

1. Groups must be non-profit and able to provide relevant supporting documentation: such as, 501 (c) corporation papers, Articles of Incorporation/IRS letter/Indiana Secretary of State paperwork or organization approved by-laws and officer lists.
2. Groups must be headquartered or have a legal chapter in our library district: Cedar Lake, Dyer, Schererville, Munster, Highland, Griffith, Lake Station, Hobart, St. John, Merrillville. Legal mailing address/incorporation papers should show an address in one of these communities to qualify. If group is part of a national organization, must have proof from the national headquarters that you are a recognized chapter located in our library district.
3. Eligible groups may reserve and use library meeting rooms for non-commercial activities without charge under the following conditions:
  - The group is a local not-for-profit organization, governmental agency, or educational entity.
  - The meeting is open to all people who wish to attend.
  - No fees or donations are collected or solicited for admission or participation in the meeting or event. No fundraising takes place during the meeting.

The library's **Public Meeting Room Policy** details acceptable use guidelines; responsibility of user; and meeting room amenities. The policy is available on the library's website for download or a print copy will be provided upon request.

Prospective meeting room users must complete the attached form. Completed form and supporting documentation may be returned to any branch.

Sincerely,

Roddretta Waxton, Assistant Director  
Lake County Public Library

**“Education for All”**



# Prospective Meeting Room User Application

## Library Board Policy Guidelines

- Meetings are open to **ALL** people who wish to attend.
- No fees or donations are to be collected or solicited for admission or participation in the meeting or event.
- Person responsible and who will be present for the meeting **MUST** be a resident cardholder in good standing with Lake County Public Library.

**\*PLEASE PRINT ALL INFORMATION\***

**\*\*Incomplete applications will not be accepted\*\***

1. What is the legal and complete name of your organization? (Do not use abbreviations)

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2. Your organization's legal mailing address with zip code

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3. Please check your organization's legal status:

For Profit

Non-Profit

4. Purpose of the meeting to be held on library premises (social, business meeting, etc.)

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

(Your library card cannot be expired and your account must be in good standing.)

5. Is this a meeting for children or young adults?:  Yes  No

7. How many people will be attending?: \_\_\_\_\_

8. Will this meeting be advertised in the media?:  Yes  No

Inquiries regarding the status of your application or to reserve a meeting room may be directed to (219) 769-3541 ext. 360. (Please allow a minimum of 14 business days for processing your application.)

**NOTE:**

1. The Library does not allow buying, selling, or promotion of products or services.
2. Library equipment is not available for meeting room use.
3. Food and refreshment guidelines are available on the Library's website.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Be sure to include one or more of the following:

- Letter from IRS
- Certification from the Attorney General of the State of Indiana
- 501c Paperwork
- Organization's by-laws and officer list

Have you included all of your documentation?:  Yes  No

**IF NO:** It is impossible for the library to book any meeting rooms for the organization.

**\*\* Misrepresentation of information provided in this document will lead to revocation of meeting room privileges and immediate cancellation of any dates booked for the organization. \*\***