



Cedar Lake Branch
Jonathon, Davis
Branch Manager
10010 West 133rd Avenue
Cedar Lake, IN 46303
219-374-7121

Dyer-Schererville Branch
Beth Alyea, Branch Manager
1001 West Lincoln Highway
Schererville, IN 46375
219-322-4731

Griffith-Calumet Township Branch
Jane Gibson, Branch Manager
1215 East 45th Avenue
Griffith, IN 46319
219-838-2825

Highland Branch
Heather Castle, Branch Manager
2841 Jewett Street
Highland, IN 46322
219-838-2394

Hobart Branch
Jo Bonner, Branch Manager
100 North Main Street
Hobart, IN 46342
219-942-2243

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

Merrillville Branch
Chris Rettig, Branch Manager
1919 West 81st Avenue
Merrillville, IN 46410
219-769-3541

Munster Branch
Michael 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 81st Avenue
Merrillville, IN 46410
219-769-3541

Carol Daumer Gutjhar
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.
 - Eligible groups may reserve and use library meeting rooms for non-commercial activities without charge under the following conditions:
 - The group is a local nonprofit 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 **MUST** be a full access cardholder in good standing with Lake County Public Library.

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.

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)

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

3. Please check your organization's status

☐

For Profit

☐

Non-Profit

Name: _____

Address: _____

Telephone: _____

Email: _____

Library Card Number: _____

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

4. What is your organization's mission statement?

5. Maximum number who might attend meetings? _____

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.)

I hereby certify the information provided on and in connection with this form is true and correct to the best of my knowledge.

Signature: _____ Date: _____

* Be sure to include the following:

- Letter from IRS
- Certification from 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.****