

**LA GRANGE PARK PUBLIC LIBRARY  
555 N. LA GRANGE RD.  
LA GRANGE PARK, IL. 60526  
708-352-0100**

**MEETING ROOM USE APPLICATION**

Date of agreement: \_\_\_\_\_

Name of individual/organization/group: \_\_\_\_\_

Type of group: \_\_\_ Non-profit \_\_\_ For-profit/Business

Contact person (must be 18 years or older): \_\_\_\_\_

Contact person's address: \_\_\_\_\_

Contact person's phone number: \_\_\_\_\_

Contact person's e-mail address: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

General purpose of use: \_\_\_\_\_

**Choice of meeting rooms:**

- |  |               |
|--|---------------|
| _____ Study/Board Room (capacity 10 – 15 people)                           | _____ Kitchen |
| _____ Community Room (capacity 95 People)                                  | _____ Kitchen |
| _____ Gregor Music Room (capacity 10 People)                               | _____ Piano   |
| _____ Children's Activity Room (capacity 30 people)                        |               |
| _____ Coffee maker (18 – 55 cups) available only with kitchen reservation. |               |

**Book meeting rooms during the following times:**  
(Allow time to set up the room)

Monday through Thursday.....10:00 a.m. – 8:45 p.m.  
Friday & Saturday.....10:00 a.m. – 4:45 p.m.  
Sunday.....1:00 p.m. – 4:45 p.m.

**Date/Time requested:**

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

Time: \_\_\_\_\_

Adopted: 5/93  
Reviewed:  
Revised: 10/94, 6/04, 8/06

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**Special Requests:**

<input type="checkbox"/> Folding tables	<input type="checkbox"/> Screen
<input type="checkbox"/> Easel	<input type="checkbox"/> Lectern
<input type="checkbox"/> Marker board	<input type="checkbox"/> Microphone

**Audio visual Equipment:**

<input type="checkbox"/> Overhead projector	<input type="checkbox"/> Slide projector
<input type="checkbox"/> VCR/DVD player with projection monitor	<input type="checkbox"/> CD/Cassette player

Special requirements, comments: \_\_\_\_\_

\_\_\_\_\_

The equipment above will be available in the Community Room only. User is responsible for set-up.

**Fees:**

There is a fee of **\$15.00 per use** of Audio-Visual Equipment with a **\$50.00 security deposit** \_\_\_\_\_

Business groups holding non-commercial meetings are charged **\$25.00 per hour** with a **\$50.00 security deposit** \_\_\_\_\_

All other rooms are **\$15.00 per hour** with a **\$25.00 security deposit**. \_\_\_\_\_

Date paid: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ **Total** \_\_\_\_\_

**Consent:**

- I have read and agree to abide by the attached Meeting Room Policy.
- I understand that failure to comply with the Meeting Room Regulations may result in a loss of meeting room privileges.
- **I will include in all advertising medium the statement "This meeting/program is not sponsored by the La Grange Park Public Library".** I will not use the library's address/phone number as my organization's contact point.

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

La Grange Park Library cardholder in your group? Yes \_\_\_\_\_ No \_\_\_\_\_

LPPL cardholder's name \_\_\_\_\_

**Library Authorization:**

**To request a meeting room a completed form must be submitted. Reservations are not final until confirmed by signature below. The contact person will be notified if the reservation has been confirmed or if the room is unavailable.**

**Reservation confirmed** \_\_\_\_\_ **by mail** \_\_\_\_\_ **by phone**

Date \_\_\_\_\_ Librarian-in-charge signature \_\_\_\_\_

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**MEETING ROOM POLICY HIGHLIGHTS**

1. No admission fee may be charged, and/or collection taken by the sponsoring organization.
2. The meeting rooms are available for use during the Library's hours of operation
3. The sponsoring organization will be responsible for setting up, cleaning up and returning the furniture and any equipment used to the original arrangement.
4. Equipment or furniture must not be placed in front of the emergency exit or any doors.
5. The number of attendees shall not exceed the capacity specified.
6. The applicant is responsible for managing orderly behavior of all attendees.
7. Adult supervision is required for any group of minors.
8. Organizations using the meeting rooms agree to assume full liability for any losses or damage beyond reasonable wear that may occur to the building or equipment.
9. Permission to use the meeting rooms does not constitute an endorsement of an organization's policies or beliefs by the La Grange Park Public Library.
10. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization.
11. The location of the Library may be publicized but the Library telephone number may not be placed on publicity, as the Library is not the source of information concerning the event.
12. The following statement is to be placed on all publicity: "This program is neither sponsored nor endorsed by the La Grange Park Public Library.
13. Because of limited space for library patrons, arrangements for off-site parking for groups should be made.
14. Provisions of the policy may be waived or amended under special conditions only by approval of the Library Director or his/her designated agent.
15. All members of the organization/group and the audience must leave the meeting room and building by 15 minutes prior to the Library's closing time.
16. Items to be used in future meetings cannot be stored in the Library.

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**MEETING ROOM RESERVATION CONFIRMATION**

**Date:** \_\_\_\_\_

**Name of organization, group or individual:** \_\_\_\_\_

**You applied to use the following room(s):**

Room	Date(s)	Start Time	End Time
Community Room			
Board Room			
Music Room			

**Fees applicable:**

**Room Rental:** \$ \_\_\_\_\_  
**Room Security Deposit:** \$ \_\_\_\_\_  
**Kitchen Use:** \$ \_\_\_\_\_  
**Audiovisual Equipment Use:** \$ \_\_\_\_\_  
**Audiovisual Security Deposit:** \$ \_\_\_\_\_

**Total Fees:** \$ \_\_\_\_\_ **Date paid:** \_\_\_\_\_

If you have not paid the fees when submitting your application, please send a check payable to the La Grange Park Public Library upon the receipt of this confirmation notice.

Please notify the Librarian-In-Charge **immediately** if there is an error on this confirmation notice. We can be reached at: 708-352-0100.

If your group must cancel or reschedule, please notify the Library as soon as possible.

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