



## Meeting Room Regulations

### Business and Non-Profit Groups

1. Meeting room hours are available only during regular library operating hours; i.e., 15 minutes after opening and before closing.
2. Reservations are taken on a first-come, first-serve basis only. Library programming takes precedence over meeting room requests.
3. Deposits and fees are as follows:
  - a. Fees: \$25 per meeting room for up to two hours, and a \$10 per hour fee will be charged for any additional hour
  - b. A-V Equipment Refundable Deposit: \$50
4. Setup of room is allowed 15 minutes prior to start of meeting.
5. All deposits and fees must be paid within three business days of the room being booked or the booking is forfeited.
6. Cancellations must be made 24 hours before scheduled meeting date.
7. Proof of group affiliation is required when room is booked such as letterhead or brochures.
8. All meeting rooms receive a basic room setup of two tables and twelve chairs, unless otherwise noted.
9. Equipment deposit will be refunded within one week of the final meeting, after the equipment has been verified by staff to be undamaged.
10. The Library's Unattended Children Policy applies to people who use the meeting rooms, and all groups must make provision for childcare if the children will not be part of the program as library staff is not responsible for watching unattended children.

### Large Meeting Room Use Agreement

Name of Organization/Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

*This person must be over 18 and attend the entire meeting.*

Contact Person's Address: \_\_\_\_\_

Contact Person's Phone Number: \_\_\_\_\_

Contact Person's Email Address: \_\_\_\_\_

*Please remember reservations for Meeting Room use are not final until confirmed by library staff.*

#### Date & Time Requested

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

#### Alternate Date(s) & Times(s) Requested

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

## Purpose

The meeting room will be used for the following purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you need library staff available to assist with connecting your laptop to our AV system?    Yes    No

## Meeting Room Selection

- ☐ Room A – 35 Person Occupancy
- ☐ Room B – 35 Person Occupancy & Screen Projector
- ☐ Room A & Room B – 70 Person Occupancy & Screen Projector

## Meeting Room Setup

- ☐ Basic Setup — 2 tables and 12 chairs
- ☐ Auditorium Style — Maximum 35 chairs per room, in rows with a center aisle
- ☐ Classroom Style — Maximum 8 tables, 24 chairs, 3 people per table
- ☐ Other

Number of people expected \_\_\_\_\_

Number of chairs \_\_\_\_\_

Number of tables \_\_\_\_\_

## Consent

Signing below confirms you have read and agree to abide by the meeting room regulations. Failure to comply with the meeting room regulations may result in a loss of meeting room privileges. All meeting publicity must include the statement “This meeting/program is not a New Lenox Public Library activity” as the New Lenox Public Library is not a sponsor of any organization’s program. The library’s address or phone number may not be used as the organization’s contact point.

Total Payment: \$ \_\_\_\_\_

Contact Person’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Library Use Only

### Approval Process

Application Received \_\_\_\_\_ (    )  
Payment Due Date \_\_\_\_\_ (    )  
Payment Received \_\_\_\_\_ (    )    Cash    Check    CC  
Status Change to Approved \_\_\_\_\_ (    )  
AV Deposit Received \_\_\_\_\_ (    )    Cash    Check    CC

### After Meeting

- ☐ Check AV Condition
- ☐ AV Deposit Returned    Cash    Check    CC

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_