



Park Ridge Public Library

**PARK RIDGE PUBLIC LIBRARY
APPLICATION FOR USE OF MEETING ROOMS**

Please type or print. Complete separate form for each date requested.

NAME OF ORGANIZATION/BUSINESS: _____				
NAME OF APPLICANT: _____				
ADDRESS: _____				
(Street)	(City)	(State)	(Zip)	
PHONE #: _____	ALT. PHONE #: _____	E-MAIL: _____		

- 1. **REQUESTED DATE:** _____ **The meeting room must be vacated prior to closing**
- 2. **REQUESTED TIME: Start** _____ **Finish** _____ Include time for rehearsals, handouts setup, etc.
- 3. **ESTIMATED ATTENDANCE:** _____
- 4. **TYPE OF MEETING OR PROGRAM:** _____
- 5. **ROOM REQUESTED:** 1ST Floor Meeting Room 3RD Floor Meeting Room

ATTENTION:

- 1. NO admission fee shall be charged, or donations collected, for programs presented in the Library. Programs involving the sale, advertising, or promotion of commercial products or services are prohibited.
- 2. Please remember that each room has a room occupancy limit established by the Park Ridge Fire Department. As the applicant, you are responsible for maintaining this limit. If a Library staff member believes that there are more people in the room than allowed, you will be asked to do a head count and will be responsible for seeing that an adequate number of people leave. **YOUR EVENT CANNOT PROCEED UNTIL THE AUDIENCE SIZE IS WITHIN THE FIRE CODE LIMIT.**
- 3. Light refreshments (no major food preparation or heating appliances permitted) may be served in the 1st floor meeting room, subject to the approval of the Library Director. There is a \$20.00 fee, payable in advance, for the privilege of serving food. – Individual, covered beverages may be brought to the 3rd floor meeting room however no food or beverages may be served in the 3rd floor meeting room.
- 4. There is a room use fee, payable in advance, required for use of a meeting room at the Library. See Meeting Room Policy for Fee Schedule.
- 5. The individual and/or organization making this reservation is responsible for ensuring that all presenters are in compliance with Park Ridge Public Library Meeting Room Policies. Room reservations may NOT be made for room use by any person other than the individual/organization signing this contract. The individual signing this contract must be present for the entire meeting.
- 6. The room has been reserved for the hours specified by the organization. Access (for organizers and attendees) to the room will be restricted to those scheduled times. If additional time is necessary for distribution of handouts, rehearsals, etc. that time should be included in the original room request.

7. Any organization or group using a meeting room will indemnify and hold harmless the Park Ridge Public Library for any and all accidents which may be sustained on the premises resulting from the negligence of the group using the meeting room.
8. Additional equipment may not be brought into the Library without permission from the Library Director. Such items include but are not limited to additional lighting, risers and sound systems. Signage or decorations of any kind may not be attached or posted to Library walls or equipment.
9. Any group or person needing to cancel a reservation must do so with at least 48 hours notice to the Library. REFUNDS WILL NOT BE GIVEN FOR CANCELLED RESERVATIONS.

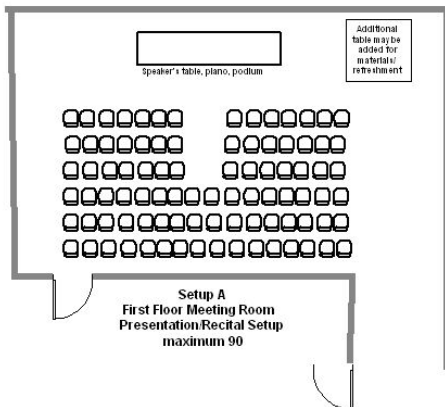
As the applicant, I agree to arrive before the approved time and will insure that any attendees will be suitably supervised during the program/event.

I hereby acknowledge that I have read and received a copy of the Park Ridge Public Library Meeting Room Policy and agree to comply with all of the provisions contained therein. Failure to comply with any of the provisions of the meeting room policy may prohibit future use of the meeting rooms.

X APPLICANT SIGNATURE: _____ DATE: _____

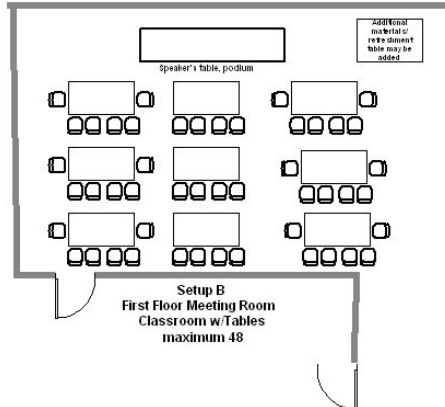
FIRST FLOOR MEETING ROOM ARRANGEMENT (Choose a room setup below)

PRESENTATION/RECITAL SETUP



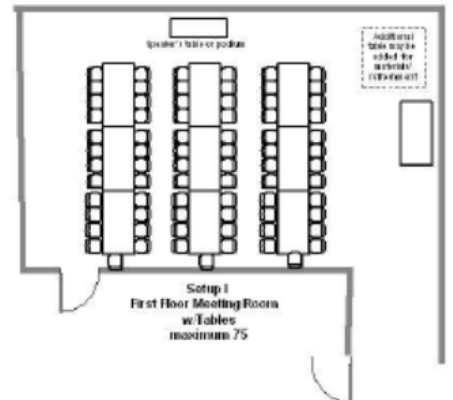
Maximum 84 seated
Chairs
 Quantity _____
 (Maximum 84 seated)

CLASSROOM w/TABLES



with tables, classroom style
Chairs
 Quantity _____
 (Maximum 48 seated)
Tables (6')
 Quantity _____
 (Maximum 9)

SEATED WITH TABLES



With tables/chairs both sides of tables
Chairs
 Quantity _____
 (Maximum 75 seated)
Tables (6')
 Quantity _____
 (Maximum 9)

Additional Tables (6') maximum 3 (Speaker's table, Handouts, Refreshments) Qty _____

FIRST FLOOR EQUIPMENT NEEDED: (Check all equipment required)

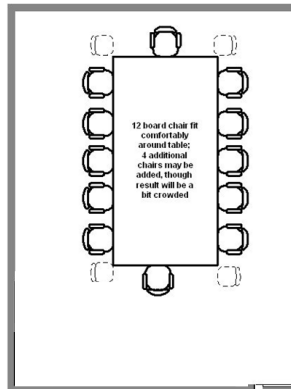
We plan to serve food items (**\$20 fee**) including (provide details about refreshments/menu here):

<input type="checkbox"/> CD Player	<input type="checkbox"/> DVD	<input type="checkbox"/> VCR
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FIRST FLOOR EQUIPMENT NEEDED continued: (Check all equipment required)

<input type="checkbox"/> Piano, Grand (\$25 fee) Two benches	<input type="checkbox"/> Projection System for connection to user's laptop for PowerPoint, Publisher (etc.) presentation (PC & Mac compatible)	Tables (Quantity?) <input type="checkbox"/> rectangular _____ <input type="checkbox"/> card size _____ <input type="checkbox"/> 6-foot _____
<input type="checkbox"/> Projection Cart	<input type="checkbox"/> White Board/Flip Chart	<input type="checkbox"/> Podium/Lectern
<input type="checkbox"/> Screen, ceiling mounted	<input type="checkbox"/> Extension Cord(s)	<input type="checkbox"/> Easel
<input type="checkbox"/> Overhead Projector for transparencies	<input type="checkbox"/> Microphone <input type="checkbox"/> hand-held <input type="checkbox"/> stand <input type="checkbox"/> lapel	<input type="checkbox"/> Wireless connection (User will provide own laptop with wireless capability, PC & Mac)

THIRD FLOOR ROOM ARRANGEMENT (Maximum capacity 20)
20 chairs at Board table



Setup A Third Floor Board /Meeting Setup
Maximum room capacity 20; 16

THIRD FLOOR EQUIPMENT NEEDED: (Check all equipment required)

<input type="checkbox"/> Chairs Quantity _____ (maximum 20)	<input type="checkbox"/> LCD Projector for connection to users laptop for PowerPoint, Publisher etc. presentation (PC & Mac compatible)	<input type="checkbox"/> Wireless connection (user will provide own laptop with wireless capability. PC & Mac)
<input type="checkbox"/> Easel	<input type="checkbox"/> DVD Player)	<input type="checkbox"/> CD Player
<input type="checkbox"/> Screen	<input type="checkbox"/> White Board/Flip Chart	<input type="checkbox"/> Overhead Projector for transparencies

***** **FOR LIBRARY USE ONLY** *****

DATE APPLICATION RECEIVED: **Date:** _____ **By:** _____

APPLICATION APPROVED: Yes: _____ No: _____ Remarks: _____

REQUEST TO SERVE FOOD APPROVED: Yes: _____ No: _____ Remarks: _____

1. ROOM-USE FEE PAID: _____ Cash Check # _____ Amount _____
Date

2. USE OF EQUIPMENT &/OR SERVING FOOD: PAYMENT REC'D: _____ Cash Check # _____
Date

SIGNATURE _____ DATE: _____
Library Director

RETURN TO: PARK RIDGE PUBLIC LIBRARY
BUSINESS OFFICE, 20 SOUTH PROSPECT AVE., PARK RIDGE, ILLINOIS 60068
PHONE (847) 825-3123 ** FAX (847) 825-0001