

ATTACHMENT G

Meeting Room Changes

Because of parking issues, we have made some changes to the meeting room procedures. These changes do not need to be approved by the Board because they are procedure and not policy, but I wanted you to be aware.

STAFF USE: ☐ confirmed ☐ confirmed w/ changes ☐ denied date rec'd _____ fees paid _____



Meeting Room Use Agreement

TO REQUEST A MEETING ROOM COMPLETE AND RETURN THIS FORM.

A single group or individual may book up to 12 meetings per year. Meeting rooms should be reserved at least one week in advance. See the regulations for room and reservation details.

NAME OF ORGANIZATION/GROUP:

TYPE OF GROUP:

- ☐ Elmhurst governmental organization
☐ Elmhurst business holding non-commercial meeting
(Fee: \$25.00)

- ☐ Library-related group
☐ Elmhurst Not-for-profit organization/corporation
☐ Elmhurst Non-business-related local club/organization

CONTACT PERSON INFORMATION:

Doors will not be opened until the contact person arrives, and s/he must attend the entire meeting.

CONTACT PERSON (must be 18+):

CONTACT PERSON 2 (must be 18+):

Contact person's EPL card number:

Contact person 2's EPL card number:

Contact person's address:

Contact person 2's address:

Phone: _____

Phone: _____

Contact person's e-mail:

Contact person 2's e-mail:

DATE(S) / TIME(S) REQUESTED:

Meeting rooms are available for use:

Monday-Friday.....9:30 a.m.-2 p.m. and 5-8:30 p.m.

Saturday..... 9:30 a.m.-4:30 p.m.

Sunday..... 1:30 p.m.-4:30 p.m.

Groups may arrive up to 15 minutes before meeting begins. All meetings must end by 8:30 p.m. M-F (4:30 p.m. Sat. and Sun.). All meeting rooms must be vacated no later than 8:45 p.m. M-F (4:45 p.m. Sat. and Sun.).

1st choice:

2nd choice:

Date: _____

Date: _____

Time: _____

Time: _____

If this is a reoccurring event, list additional dates (up to 90 days in advance) here: 1) _____

2) _____ 3) _____ 4) _____ 5) _____ 6) _____

7) _____ 8) _____ 9) _____ 10) _____ 11) _____

CONSENT:

- ☐ I state that the above information is true and correct. I further state that I have received a copy of the Meeting Room Policy and that I (and the group, club, or organization, if applicable) shall abide by the regulations of the Elmhurst Public Library and shall indemnify and hold the Elmhurst Public Library harmless from all claims, actions, suits, proceeding costs, expenses, damages, and liabilities, including attorney's fees, arising out of, or resulting from the occupancy or use of the premises by the applicant and/or group.
- ☐ I understand that failure to comply with the Meeting Room Regulations may result in a loss of meeting room privileges.
- ☐ I will include the statement **"This meeting/program is not an Elmhurst Public Library activity" in all meeting publicity thus establishing that the Elmhurst Public Library is not a sponsor of my organization's program.** I will not use the Library's address/phone number as my organization's contact point.

EPL Cardholder Signature _____ Date: _____

LIBRARY AUTHORIZATION:

A COMPLETED FORM MUST BE SUBMITTED TO REQUEST A MEETING ROOM. RESERVATIONS ARE NOT FINAL UNTIL CONFIRMED BY LIBRARY STAFF SIGNATURE BELOW. The contact person will be notified within two business days if the reservation has been confirmed or if the room is unavailable. A signed copy of this form will be sent to the contact person.

☐ Reservation Confirmed _____ As submitted _____ With changes (see page 1) _____ Room
Date: _____ Library staff signature: _____

☐ Rooms Unavailable

Date: _____ Library staff signature: _____

Comments: _____



125 S. Prospect Ave. • Elmhurst, IL 60126
(630) 279-8696 • FAX (630) 516-1364
elmhurstpubliclibrary.org

DAMAGE:

- No alterations may be made to the room, and nothing may be attached to the walls.
- No flames of any kind are permitted, including lit candles and Sterno cooking fuel.
- Costs for damage resulting from use of the meeting room that requires replacement or professional cleaning will be the responsibility of the contact person. The organization will be barred from further use of the room and the contact person's Library card will be blocked until such damages are paid.

PUBLICITY:

- All publicity must state that Elmhurst Public Library is not a sponsor of the organization's program.

REGULAR USE BY GROUPS:

- Groups may not use the Library's address or phone number as the organization's contact point.
- Groups may not store any items at the Library.

FOOD:

- Only non-alcoholic beverages and cold food such as light snacks or box lunches may be served in the meeting rooms. Catered meals, other than box lunches, and food preparation are not permitted. Hotplates, Sterno cooking fuel, and other products that are used to heat food are prohibited.
- All supplies must be provided by the organization.
- No food or drink is permitted in the Computer Lab.
- Call (224) 452-8263 to order coffee and/or pastries from Brewpoint Coffee: Lexicon Cafe in the Library's lobby.

PANTRY

- Only one group at a time may reserve the pantry.
- Use of pantry includes use of coffee pot and hot water pot and a limited number of serving trays and utensils.
- You must bring your own coffee grounds and filters.

SUPERVISION:

- Adequate supervision by at least one adult per 10 children must be provided for groups of young people less than 18 years of age.

STAFF ASSISTANCE:

- Meeting rooms and any equipment will be set up in advance as requested on the Meeting Use Agreement form.
- The Large Meeting Room may be divided in half. The room will stay divided throughout the entire meeting. Indicate in the Room Set-Up section under "Special Instructions" that the room should be divided.
- Room set-ups and equipment will not be changed on the day of the meeting.

PENALTIES:

- Failure to comply with the above regulations will result in loss of meeting room privileges.
- In the case of a serious disturbance, the group will be asked to vacate the room immediately, and the police will be called.