



**ELMHURST**  
PUBLIC LIBRARY

**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.-8:30p.m.
- Saturday..... 9:30 a.m.-4:30 p.m.
- Sunday..... 1:30 p.m.-4:30 p.m.

*The Library allows for up to 15 minutes before and after your meeting for your group to gather and disperse. All meetings must end by 9 p.m. M-F (by 4:30 p.m. Sat. and Sun.). Rooms must be completely vacated no later than 9:00 p.m. M-F (5 p.m. Sat. and Sun.).*

**1st choice:**

**2nd choice:**

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

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

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

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

If this is a reoccurring event, list additional dates (up to 11 months in advance) here: 1) \_\_\_\_\_

2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_ 5) \_\_\_\_\_ 6) \_\_\_\_\_

7) \_\_\_\_\_ 8) \_\_\_\_\_ 9) \_\_\_\_\_ 10) \_\_\_\_\_ 11) \_\_\_\_\_

**WHAT WILL YOU DO AT YOUR MEETING?** EPL has state-of-the-art AV equipment. Tell us what you want to do at your meeting and we'll match you with the room with the right features. Or, if you already know what you want to use, write it here:

**WHAT WILL YOU DO AT YOUR MEETING?** *Chose as many as apply*

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Give presentation    | <input type="checkbox"/> Use mobile audio device      | <input type="checkbox"/> Attach laptop to screen       | <input type="checkbox"/> Videoconference |
| <input type="checkbox"/> Hand-held microphone | <input type="checkbox"/> Apple device (iPod, etc.)    | <input type="checkbox"/> I have a PC                   | <input type="checkbox"/> I have a Mac    |
| <input type="checkbox"/> Lapel microphone     | <input type="checkbox"/> other device (Android, etc.) | <input type="checkbox"/> I'll borrow a laptop from EPL | <input type="checkbox"/> using Skype     |
| <input type="checkbox"/> HD software          |   |  |  |
| <input type="checkbox"/> Teleconference       | <input type="checkbox"/> Use built-in computer        | <input type="checkbox"/> Access my Apple account       | <input type="checkbox"/> Whiteboard      |
| <input type="checkbox"/> Play DVD/Blu-ray/CD  | <input type="checkbox"/> Access files on USB drive    | Other: _____   |  |

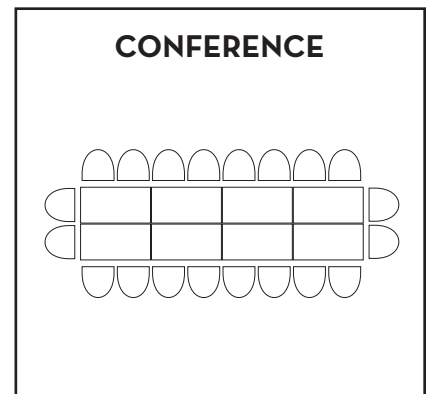
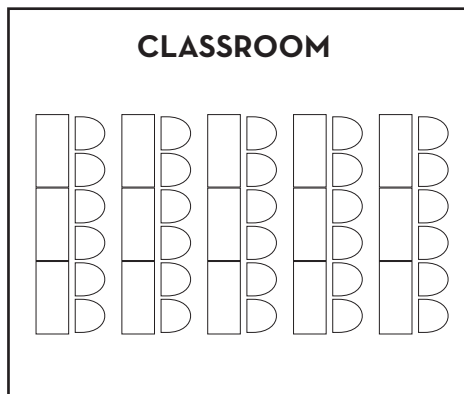
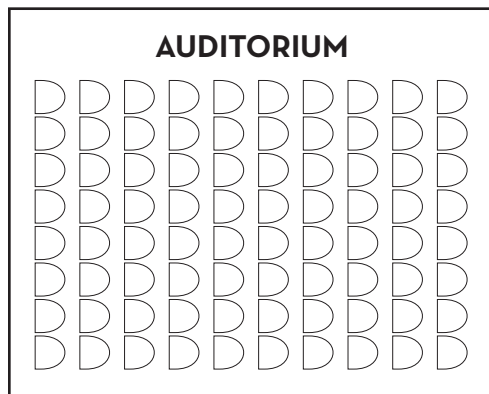
**SPECIAL REQUESTS:**

- US Flag     Easel (You must supply paper to make it a flip chart)
- Podium     Stool     Pantry\* Includes use of coffee pot and hot water pot. (No refrigerator available)

\* Call (630) 300-4755 to order coffee and/or pastries from More Than Mocha coffee shop in the Library's lobby.

<b>ROOM SET-UP</b>	Auditorium	Classroom	Conference	Reception (no chairs)
maximum capacity				
Kossmann	45	20	16	68
Meeting Room A	60	24	32	78
Meeting Room B	48	16	16	75
Large Meeting Room	80	48	48	150

**CIRCLE ONE OF THE FOLLOWING SET UPS** NOTE: Set-up will NOT be changed the day of the meeting



**OTHER** Write or draw your desired setup (note: tables are 5 ft wide and seat 2 people per side)

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

**SPECIAL INSTRUCTIONS**  
(additional tables/chairs, setup, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.

<input type="checkbox"/> Reservation Confirmed    ____As submitted    ____With changes (see page 1)    _____Room Date: _____ Library staff signature: _____
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<input type="checkbox"/> Rooms Unavailable Date: _____ Library staff signature: _____  Comments: _____
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## MEETING ROOM REGULATIONS

Please keep for your records.

### RESERVATIONS:

- Meeting rooms may be reserved only by a person with an Elmhurst Public Library card in good standing or an officer of an Elmhurst business. This contact person is responsible for the room. He or she must be present at the Library before staff will open the meeting room to the group, and he or she must be present throughout the scheduled meeting.
- Meeting rooms should be reserved at least one week in advance. The Library takes reservations for the Kossmann Room starting the first Monday in May for the period September 1 through August 31. The Large Meeting Room, which may be divided into two spaces, may be reserved up to 90 days in advance.
- Meeting Room Use Agreement forms must be submitted to the Office Manager through the mail, by fax or in person Monday through Friday from 9 a.m. to 5:30 p.m.
- Reservations are not final until confirmed in writing by Library staff.
- Reservations will be taken on a first-come, first-served basis.
- A group may meet a maximum of 12 times per year in Library meeting rooms (September 1–August 31).
- An individual may make a maximum of 12 meeting room reservations per year (September 1–August 31).
- The contact person should notify the Library of a cancellation as soon as possible but no less than 24 hours in advance. Repeated cancellations or unused reservations (2 or more within a 12-month period) will result in denial of meeting room use.

### FEES:

- Library-related groups, Elmhurst governmental organizations, non-profit groups and Elmhurst non-business related local clubs and organizations may use the meeting rooms free of charge.
- Elmhurst businesses will be charged a fee of \$25.00 for meeting room use. Businesses may use the room for non-commercial meetings.
- Any group may use the meeting room sound system, audio-visual equipment, and microphones free of charge if requested in advance and subject to availability.
- When applicable, all fees must be received within two weeks after a reservation is confirmed. For meetings which are scheduled less than two weeks in advance, payment must be made at the time of reservation.

### HOURS:

Meetings may be scheduled during the following times:

- Monday - Friday: 9:30 a.m. - 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 at the meeting room up to 15 minutes before the meeting begins and must leave the room no later than 15 minutes after the meeting is scheduled to end. **All meeting rooms must be vacated no later than 9 p.m. Monday through Friday and 5 p.m. Saturday and Sunday.**

### CLEAN-UP:

- The room must be returned to its original condition at the end of the meeting. A fee commensurate with the work required, but not less than \$25, will be charged if the room is not left in its original condition or the pantry and serving utensils are not clean. The organization will be barred from further use of the room and the contact person's library card will be blocked until any such fees are paid.

#### 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 (630) 300-4755 to order coffee and/or pastries from More Than Mocha 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.

## **POLICY ON USE OF MEETING ROOMS**

The Elmhurst Public Library welcomes the use of its meeting rooms for use by community groups when such use will not interfere with the primary functions of the Library. As a limited public forum, Library meeting room use will not be denied to any person or organization because of race, creed or color. The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Use of the meeting room does not constitute library endorsement of the viewpoints expressed by the participants in the programs.

First priority for use of the meeting rooms is given to Library-sponsored meetings or programs. The following groups also may use meeting rooms for cultural, civic, and informal educational purposes:

- Library-related groups
- Elmhurst governmental organizations
- Elmhurst not-for-profit organizations or corporations.
- Elmhurst non-business related local clubs or organizations
- Elmhurst businesses (for a fee).

Meeting rooms may not be used for gatherings of a purely social nature.

In each case, an adult Elmhurst Public Library cardholder must take responsibility for the group's use of the room by signing a reservation and use agreement. All users are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

All meetings must be open to the public, and groups may not charge admission nor solicit or require donations for their meetings. No products or services may be promoted, solicited or sold except at Library-sponsored events.

Meetings shall not interfere with the public's use of the Library in any way. Examples of such interference include, but are not limited to, excessive size, noise, activity outside the meeting room, or any other disturbance that violates the Public Conduct Policy. Library administrative staff is authorized to deny use of a meeting room at their sole discretion based on the anticipated availability of parking space at the requested time or other factors which may impair the public's access to library services.

The Library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances. The Library may also cancel a group's reservation(s) if the meeting room policy is violated.

The Library Director is authorized to establish reasonable regulations governing use of the meeting rooms and related fees.