



ORLAND PARK
PUBLIC LIBRARY

**MEETING ROOM RESERVATION
AND USE AGREEMENT**

Date: _____

Name of organization/group:

Type of group: Government Community organization

Non-profit Business (\$50 per hour fee)

Representative (must be over 18 and attend entire meeting):

Representative's Orland Park Public Library card number:

2 1315 _____

Representative's address:

_____ ZIP _____

Representative's phone number:

Home: _____ Work: _____

Email Address: _____

To be used for library business only.

Meeting Room Reservation:

A single group may book up to twelve (12) meetings per calendar year. Meeting rooms may be reserved up to three (3) months in advance, but no less than ten (10) business days in advance. The library will assign a meeting room to the group. See the *Rules and Regulations* for more details.

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 30 minutes before the scheduled meeting start time. All meeting rooms must be vacated no later than 8:45 p.m., Monday through Friday; and 4:45 p.m., Saturday and Sunday.

Date/Time requested (one meeting date per form):

Date: _____ Day: _____

Start Time: _____ End Time: _____

Alternate Date(s)/Time(s) requested:

Date: _____ Day: _____

Start Time: _____ End Time: _____

Date: _____ Day: _____

Start Time: _____ End Time: _____

Purpose (This section **must** be completed for the request to be processed.)

The meeting room will be used for the following purpose: _____

Available Rooms:

Meeting Room 102: Maximum capacity fifteen (15) people. Five tables in a large square surrounded by fifteen (15) chairs with dry erase board; no audio-visual capabilities.

Meeting Room 104: Theater style seating with a maximum capacity of 80 chairs; three (3) tables in the front of the room and three (3) tables in the back of the room.

Number of people expected: _____

Number of chairs: _____

The library will assign the appropriate meeting room for each request.

Special Requests*: _____

*Special set-up requests may not be accommodated due to lack of supplies, time or staffing.

Kitchen Requests:

- No refrigerator available. All paper products, coffee, coffee pots, tea, condiments, etc. need to be provided by the user.

Refreshments to be served: _____

Please see Meeting Room Policy for food regulations. Please note red and/or blue colored drinks and red, blue and/or black frosting are not permitted in the meeting rooms.

Audio-Visual Equipment

Library staff must operate this equipment. A fee of \$25/hour will be assessed for use of any audio-visual equipment.

- Screen Podium Microphone Internet access
- Wireless microphone: Handheld or clip on (*please circle one*)
- CD/Cassette player VCR/DVD player
- LCD projector for laptop/PowerPoint presentations (**You must provide your own laptop.**)
- Document/3D object imaging unit Slide projector

Fees

Businesses:	Large Meeting Room 104	\$75 per hour _____
	Meeting Room 102 or 105	\$50 per hour _____
Use of library's A/V equipment:		\$25 per hour _____
	Total	_____

All fees must be received within three (3) weeks after a reservation is confirmed. For meetings scheduled less than two (2) weeks in advance, payment must be made at the time of the reservation.

Consent:

- I hereby acknowledge that I have read and I agree to abide by the Orland Park Public Library's *Meeting Room Policy and Rules and Regulations*.
- I, and the agency, group, organization or business I represent, will ensure compliance with the code restrictions relating to meeting room occupancy limits and with fire and safety regulations.
- I, and the agency, group, organization or business I represent, will be responsible for all others in the room during our use of the Orland Park Public Library's meeting room.

- I, and the agency, group, organization or business I represent, will be responsible for the willful or accidental damage by attendees, during our use of the meeting room, of the library building, grounds, furniture and/or equipment and shall be responsible for the prompt reimbursement to the Orland Park Public Library for any damage to the above said library building, grounds, furniture and/or equipment.
- I, individually and on behalf of the agency, group, organization or business I represent, must indemnify and hold harmless the Orland Park Public Library, its Board of Library Trustees, all library staff, and the Village of Orland Park for any and all accidents should any be incurred arising from or during the course of our use of the room pursuant to this application.
- I will be present throughout the scheduled meeting.
- I will include the statement "The Orland Park Public Library is not a sponsor of the organization and its program" on all publicity.
- I will not use the library's address and/or phone number as my organization's contact point.
- I understand that failure to comply with the *Meeting Room Policy and Rules and Regulations* may result in a loss of meeting room privileges.

Date: _____

Representative's signature: _____
Application **must** be signed for request to be processed.

TO REQUEST A MEETING ROOM, THIS COMPLETED FORM MUST BE SUBMITTED. RESERVATIONS ARE NOT FINAL UNTIL CONFIRMED BY SIGNATURE BELOW.

Date application received in Administration: _____

Received by: _____

APPROVED

Date: _____ Room # _____ Request # _____

Staff signature: _____

NOT APPROVED

Date: _____

Staff signature: _____

Reason: _____

Notification mail date: _____