

EVANSTON PUBLIC LIBRARY  
MEETING ROOM RESERVATION FORM

Organization Name _____	Today's Date _____
Purpose of Meeting _____	Projected Attendance _____
Program Title: _____	
Speakers: _____ _____	
Do you plan to publicize your meeting to the general public? Yes _____ No _____	

Date(s) of Meeting(s) _____	
Time of Meeting(s) (include set up and clean up):	
Set Up Will Begin _____	Meeting Will Begin _____
Clean Up Will End _____	
Name _____	Phone _____
Email Address _____	Website _____
<i>(Please list contact information that we may give to people seeking information about this event.)</i>	

**Indicate which room you wish to reserve:**

**Community Meeting Room:** (max. capacity 144) (\$60 charge per use) \_\_\_\_\_

**Please select one of the following room set up options (diagrams are attached).**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Theatre (capacity 144) | <input type="checkbox"/> Lecture (capacity 72) | <input type="checkbox"/> U-shaped Lecture (capacity 60) |
| <input type="checkbox"/> Chairs Along Walls     | <input type="checkbox"/> U-shaped Banquet      | <input type="checkbox"/> Banquet                        |

How many chairs \_\_\_\_\_

How many tables \_\_\_\_\_

VCR/DVD with Monitor (\$15 charge) \_\_\_\_\_

Slide Projector (\$15 charge) \_\_\_\_\_

Overhead Projector (\$15 charge) \_\_\_\_\_

Public Address System (\$15 charge) \_\_\_\_\_

Computer/Internet Projection (\$15 charge) \_\_\_\_\_

Piano (\$15 charge) \_\_\_\_\_

Assisted Listening Devices \_\_\_\_\_

**Small Meeting Room:** (capacity 24) (\$30 charge per use) \_\_\_\_\_

How many chairs \_\_\_\_\_

VCR/DVD with Monitor (\$15 charge) \_\_\_\_\_

Will your group use the kitchen? Yes \_\_\_\_\_ No \_\_\_\_\_

Total paid today: \$ \_\_\_\_\_

**Please sign the Liability Waiver/Indemnification Agreement on the reverse of this form.**

**No reservations will be made until all of the applicable fees have been paid.**

## Liability Waiver/Indemnification Agreement

I have received, read, understood, and agree to comply with the Evanston Public Library's Meeting Room Policy.

I hereby fully release and discharge the Evanston Public Library Board, the City of Evanston, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the above meeting(s) in the Evanston Public Library.

I further agree to indemnify and hold harmless and defend the Evanston Public Library Board, the City of Evanston, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the above meeting(s) in the Evanston Public Library.

\_\_\_\_\_  
Signature

*Persons reserving the meeting room must be at least eighteen years of age.*

*(Please list here the information for the responsible party signing the Liability Waiver/Indemnification Agreement.)*

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Please attach a copy of the event flyer, or mail a copy to the 1<sup>st</sup> Floor Information Desk when a flyer is available for this event.

### Summary of Meeting Room Rules

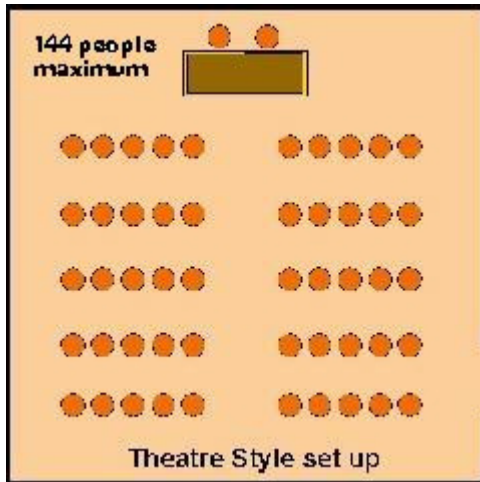
1. No reservation is made until all fees are paid.
2. Meeting rooms can only be used by not-for-profit organizations.
3. All meetings are open to the general public. No admission fee can be charged.
4. No alcohol can be served.
5. Cancellations must be made at least 48 hours in advance of the program.
6. The Library does not provide refreshment supplies such as coffee pots, cups, plates, trays, containers, paper goods, tea and coffee.
7. The Library does not provide easels, newsprint paper, dry-erase markers, or other consumable presentation materials.
8. Signs and posters may not be placed on Library walls, windows or doors. Please bring your own display stands or tripods.

Please return this form to:

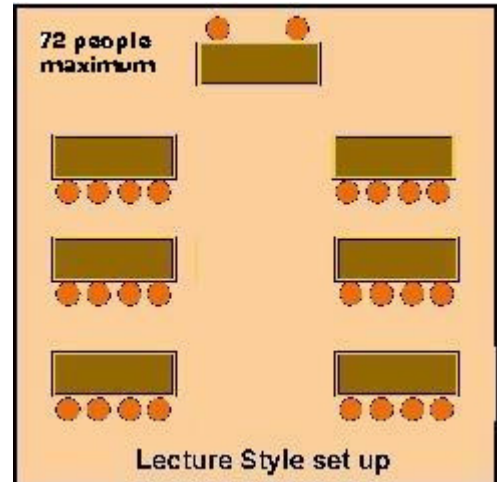
Administrative Offices  
Evanston Public Library  
1703 Orrington Ave.  
Evanston, IL 60201

Questions should be directed to the Library's Administrative Offices (847) 448-8650.

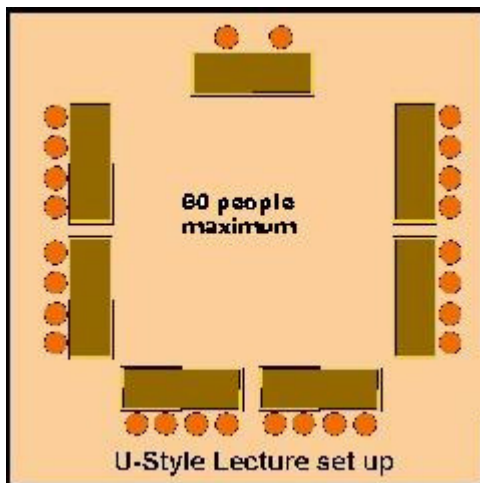
## Room Setup Options



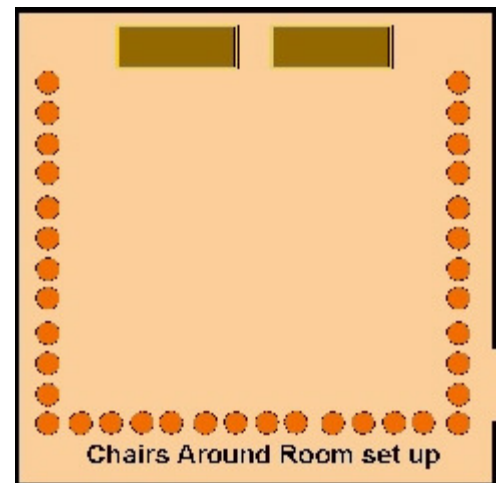
Theatre



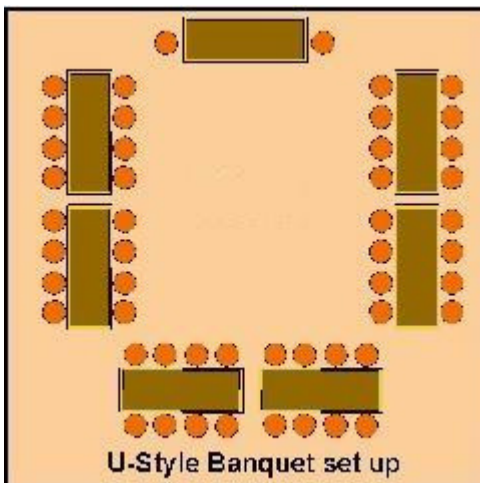
Lecture



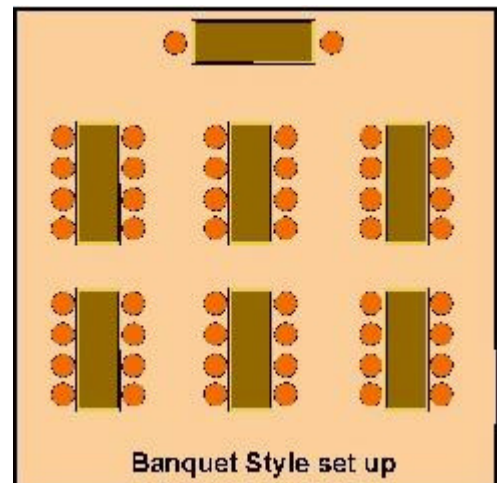
U-shaped Lecture



Chairs Along Walls



U-shaped Banquet



Banquet