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| <input type="checkbox"/> Confirmed <input type="checkbox"/> Confirmed w/changes <input type="checkbox"/> Denied |
|---|

Elmhurst Public Library KOSSMANN ROOM USE AGREEMENT

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|--|
| STAFF USE: Date rec'd _____ Fees paid _____ |
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(Book for a maximum of 45 people in auditorium-style seating)

TO REQUEST A MEETING ROOM COMPLETE AND RETURN THIS FORM.

A single group or individual may book up to 12 meetings per year. Reservations are taken beginning the first Mon. of May for Sept. 1–Aug. 31. Meeting rooms must be reserved at least one week in advance. See the regulations for details.

Name of organization/group: _____

- Type of group: Library-related group Elmhurst governmental organization
- Not-for-profit organization/corporation (as defined by 805 ILCS 105) comprised mainly of Elmhurst residents
- Non-business related local club or organization comprised mainly of Elmhurst residents (Application form may be required upon initial request to use meeting room.)
- Elmhurst business (Meetings for current staff only – 1st hour \$100 fee, \$50/hr. thereafter)

Contact Person Information:

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

Contact person (must be 18 or older): _____

Contact person's Elmhurst Public Library card number: _____

Contact person's address: _____ Phone: _____

Contact person's e-mail: _____

Contact person 2 (must be 18 or older): _____

Contact person 2's Elmhurst Public Library card number: _____

Contact person 2's address: _____ Phone: _____

Date(s) / Time(s) Requested:

Book meeting rooms during the following times:

Monday–Friday....9:30 a.m.–9 p.m. (No meetings 2:30–5:30 p.m., Monday–Thursday)

Saturday9:30 a.m.–4:30 p.m. Sunday.....1:30 p.m.–4:30 p.m.

The library allows for up to a half hour 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.). Note: Rooms must be completely vacated no later than 9:15 p.m. M–F (5 p.m. Sat. and Sun.).

| 1st choice: | | | 2nd choice: | | | |
|-------------|-------|-------|-------------|-------|-------|-------------|
| Month | Date | Year | Month | Date | Year | |
| Date: _____ | _____ | _____ | Date: _____ | _____ | _____ | Time: _____ |
| Date: _____ | _____ | _____ | Date: _____ | _____ | _____ | Time: _____ |
| Date: _____ | _____ | _____ | Date: _____ | _____ | _____ | Time: _____ |
| Date: _____ | _____ | _____ | Date: _____ | _____ | _____ | Time: _____ |
| Date: _____ | _____ | _____ | Date: _____ | _____ | _____ | Time: _____ |
| Date: _____ | _____ | _____ | Date: _____ | _____ | _____ | Time: _____ |
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| Date: _____ | _____ | _____ | Date: _____ | _____ | _____ | Time: _____ |
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| Date: _____ | _____ | _____ | Date: _____ | _____ | _____ | Time: _____ |

Elmhurst Public Library

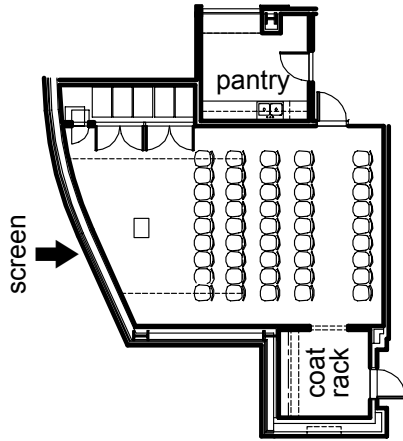
125 S. Prospect Avenue, Elmhurst, IL 60126 • 630-279-8696 • fax: 630-516-1364 • www.elmhurstpubliclibrary.org

Kossmann Room Set-up:

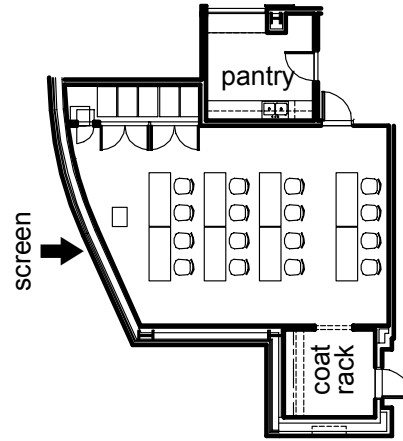
Please choose one of the following set-ups: A B C D Other, please describe: _____

Set-up will NOT be changed the day of the meeting.

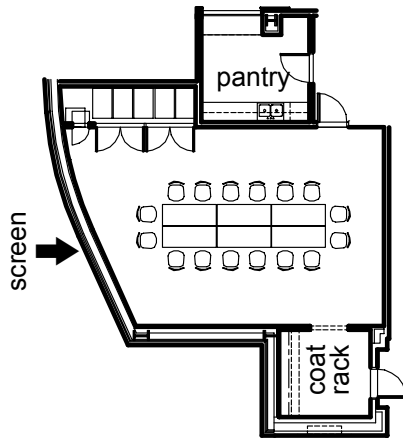
A Auditorium



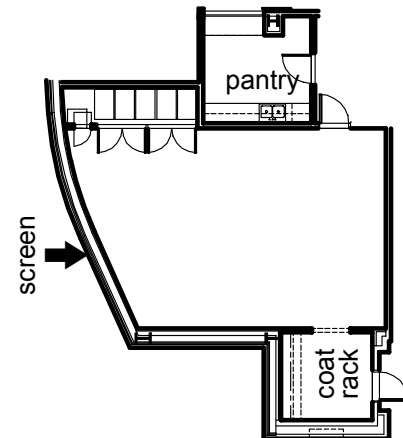
B Classroom



C Conference



D Other



Number of chairs: _____ Number of tables: _____ Number of people expected: _____

NOTE: Tables are 5 feet long and seat only 2 people per side.

Special Instructions: _____

NOTE: If you need additional tables/chairs, please describe in the Special Instructions above and add to corresponding diagram.

Special Requests:

- Screen
- Podium
- Microphone(s) Qty: _____ (1 hand-held, 1 wireless)
- Easel(s) Qty: _____ (You must supply your own paper to make it a flip chart.)
- Pantry (as available) Includes use of coffee pot and hot water pot. *
(No refrigerator available.)

A/V Requests: If using the library’s A/V equipment listed below, library staff must operate this equipment, and a fee of \$50 for the first hour and \$25 per additional hour or portion thereof will be charged.

- CD / Cassette player VCR DVD player
- LCD projector for laptop/PowerPoint presentations — **NOTE: You must provide your own laptop.**

The library will NOT supply a laptop. Please bring a power supply cord so you do not run your laptop on the battery. Also, it is recommended that you make arrangements with the library to bring the laptop to the library for a test run *before* the day of your meeting.

Fees:

- Elmhurst business holding meetings for current staff at \$100 for the first hour and \$50 per additional hour or portion thereof _____
- Use of library’s A/V equipment at \$50 for the first hour and \$25 per additional hour or portion thereof _____ **Total:**

Consent:

- I have read and agree to abide by the attached Meeting Room Regulations.
- 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.**

Date: _____ EPL cardholder signature: _____

Library Authorization:

A COMPLETED FORM MUST BE SUBMITTED TO REQUEST A MEETING ROOM. RESERVATIONS ARE NOT FINAL UNTIL CONFIRMED BY 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 mailed to the contact person.

Reservation Confirmed _____ As submitted _____ With changes (see page 1)

Date: _____ Library staff signature: _____

Room Unavailable

Date: _____ Library staff signature: _____

Comments: _____

* Call 630-300-4755 to order coffee and/or pastries from More Than Mocha Coffee Shop in the library’s lobby.

MEETING ROOM POLICY

(Please keep for your records.)

The Elmhurst Public Library provides meeting rooms for 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
- Not-for-profit organizations/corporations (as defined by 805 ILCS 105) comprised mainly of Elmhurst residents
- Non-business related local clubs or organizations comprised mainly of Elmhurst residents (Application form may be required upon initial request to use meeting room.)

In addition, the following may use the meeting rooms for a fee (See Meeting Room Regulations):

- Elmhurst businesses holding meetings for current staff.

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 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.

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 must be reserved at least one week in advance. The library will take reservations for the **Kossmann Room** starting the first Monday in May for the period September 1 – August 31. The **Large Meeting Room**, which may be divided into two spaces, may be reserved up to 90 days in advance.

| | | |
|-----------------------------------|---|---|
| Room: | Kossmann Room | Large Meeting Room (Meeting Room 2) |
| Capacity: (auditorium) | 45 people maximum capacity | 80 people maximum capacity |
| Make Reservations: | Beginning the 1st Mon. in May for Sept. 1–Aug. 31 No less than 1 week in advance | Up to 90 days in advance No less than 1 week 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 (as defined by 805 ILCS 105) comprised mainly of Elmhurst residents and non-business related local clubs and organizations comprised mainly of Elmhurst residents may use the meeting rooms free of charge.
- Elmhurst businesses will be charged a fee of \$100 for the first hour, and \$50 for each additional hour or portion thereof for meeting room use. Businesses may use the room only for meetings with current staff.
- Any group may use the meeting room sound system and microphones free of charge if requested in advance and subject to availability. If the library’s audio-visual equipment is requested, library staff must operate this equipment and a fee of \$50 for the first hour and \$25 for each additional hour or portion thereof will be charged.
- 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. – 9 p.m. (**No meetings 2:30-5:30 p.m., Monday-Thursday**)
- 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 30 minutes before the meeting begins and must leave the room no later than 30 minutes after the meeting is scheduled to end. All meeting rooms must be vacated no later than 9:15 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 the 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 on the set-up form 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.