



Elk Grove Village Public Library

MEETING ROOM RESERVATION FORM

Organization: _____
 Library Card #: _____
 Address: _____
 Email Address: _____
 Phone Number: _____

Meeting rooms can be reserved 3 months in advance. Library, Board of Trustees, and Friends of the Library sponsored activities and programs are given priority. The Library reserves the right to cancel or reschedule any scheduled meeting arrangements with reasonable notice to the applicant.

Room Requesting: (maximum capacities)

- _____ Lee Maternowski Room A/B/C – 100
- _____ Lee Maternowski Room A – 30 (includes kitchen area)
- _____ Lee Maternowski Room B – 35
- _____ Lee Maternowski Room C – 35
- _____ Conference Room – 20 (Conference style set-up only)

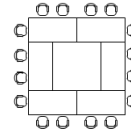
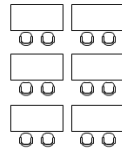
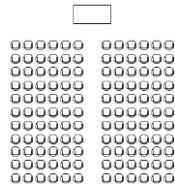
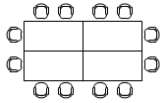
Date of Meeting	Start Time	End Time
____/____/____	_____	_____
____/____/____	_____	_____
____/____/____	_____	_____

(Continued on back)

Room Set-up:

Set-up Style _____ # of Tables _____ # of Chairs _____

A) Conference Style B) Theater Style C) Classroom Style D) Hollow Square Style



Equipment available upon request: Please note: last minute audio-visual requests may not be accommodated.

_____ Computer _____ LCD Projector _____ Screen _____ HDMI Cable
_____ iPad to projector adapter _____ Blu-Ray Player _____ Handheld Microphone
_____ Lapel Microphone _____ Speaker Podium

There is a **\$25 non-refundable fee** to serve refreshments

Will you be using the kitchen? _____ Yes _____ No

Will you be serving refreshments? _____ Yes _____ No

(Refreshments include sandwiches, chips, popcorn, cake, cookies etc. and uncovered beverages)

I agree that this a not-for-profit Elk Grove Village-based community group or an Elk Grove Village-based business. I have received a copy of the meeting room policy adopted by the Elk Grove Village Public Library Board of Trustees. The organization shall abide by said rules and regulations and shall indemnify and hold harmless the Elk Grove Village Public Library from any loss, cost, expense or damages occasioned by the use of the meeting room. I understand that the Library may cancel/reschedule or alter the room location of our reservation if the library needs the room for Library and library affiliated meetings.

I, _____, as the contact person of _____
(Please print)

agree that I am held responsible for our Elk Grove Village group or business and will abide by the rules stated in the Meeting Room Policy of the Elk Grove Village Public Library.

Signature: _____ Date: _____

