

# Meeting Room Application

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

Time needed: From: \_\_\_\_\_ To: \_\_\_\_\_

## ROOM OPTIONS:

Small Meeting Room	Maximum Capacity: 4	Large Meeting Room	Maximum Capacity: 50
Food/drinks are not allowed in the Small Meeting Room.		Food/drinks are allowed. Clean-up is your responsibility.	

## ROOM REQUESTED:

Small Meeting Room		Large Meeting Room	
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## APPLICANT INFORMATION:

Organization Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City/State Zip Code*

Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Ext: \_\_\_\_\_

Email: \_\_\_\_\_

Organization Type: Non-profit \_\_\_\_\_ Other: \_\_\_\_\_

Nature of Meeting: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

## ROOM SET-UP

- Eight tables and up to 50 chairs are available. Child-size chairs may also be available.
- Meeting rooms are set up as-is. If you desire a specific configuration, please arrive before the scheduled time to arrange the room. Library staff are unable to assist with set-up.
- Library-owned electronic equipment (i.e., AV system, DVD player, microwave) is reserved for staff use only.

**LIABILITY FOR MEETING ROOM USE**

IN CONSIDERATION of the Franklin Park Public Library District's leasing to the undersigned the use of library equipment and that portion, room, area, or facility of Library buildings, as hereinafter described, for the term hereinafter set forth:

Small Meeting Room: \_\_\_\_\_ Large Meeting Room: \_\_\_\_\_

for: \_\_\_\_\_

*Time and Date of Requested Occupancy*

the undersigned (Lessee) hereby expressly agrees to indemnify and hold Franklin Park Public Library District harmless from all claims, actions, suits, proceedings costs, expenses, damages, and liabilities, including attorney's fees, arising out of, or resulting from the occupancy or use of the afore described premises by Lessee.

I have read the Meeting Room Policy and agree to follow the rules set forth.

Dated this: \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_  
*Name of Organization*

Signature: \_\_\_\_\_

**RETURN THE COMPLETED FORM:**

- **In-person:** drop it off at the Information Desk.
- **Scan and email:** [meetingrooms@fppld.org](mailto:meetingrooms@fppld.org)
- **Fax:** 847-455-6299

**STAFF USE ONLY:**

Confirmed by: \_\_\_\_\_

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