



## Meeting Room Application Non-Profit Organizations Only

Day/Date of meeting: \_\_\_\_\_

Time of meeting: From: \_\_\_\_\_ To: \_\_\_\_\_

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

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

CMPLD Library Card # \_\_\_\_\_ Card Status: \_\_\_\_\_

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

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Ext. \_\_\_\_\_

Email Address: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Nature of Meeting: \_\_\_\_\_

A \$5.00 room usage fee and a separate \$20 security deposit are required before the meeting room can be reserved and must accompany this application.

The undersigned (Lessee) hereby expressly agrees to indemnify and hold Cook Memorial Public Library harmless from all claims, actions, suits, proceeding 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 CMPLD Meeting Room Policy and agree to follow the rules set forth.

\_\_\_\_\_ Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Signature

Please return to: Cook Memorial Public Library  
Attn: Gabriella Pantle  
413 N. Milwaukee Avenue  
Libertyville, Illinois 60048  
847-362-2330 ext. 101

***Equipment requests must be made at the time of application. Please complete the back of this application.***

## **EQUIPMENT**

Standard equipment includes the following at no extra charge:

Podium

### **Fee-Based Equipment:**

\$20.00      Overhead Projector

\$20.00      Portable LCD Projector with Renter's PC

\$20.00      19" Television w/ built-in VHS Player and Cart

\$20.00      Portable Sound System (Microphone)

\$20.00      Free-standing Screen

Availability of all equipment may vary. Library staff will set up equipment but will not be present to provide basic use instructions or operation of equipment.

### **For Library Administrative Use Only**

---

\$ Amount owed \_\_\_\_\_

\$ Amount Paid \_\_\_\_\_

ROOM SIGN OUT

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

Staff Initial \_\_\_\_\_