

# Niles-Maine District Library Meeting Room Reservation Application

## SECTION I: GENERAL INFORMATION

Please note that a Niles Library Card is required to reserve a meeting room.

Name: \_\_\_\_\_ Niles Library Card #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Group/Organization name: \_\_\_\_\_

Type of group/organization:  Profit Group/Organization\*  Non-Profit Group/Organization

*\*If Profit Group/Organization is chosen, please complete SECTION III: PAYMENT*

Date of meeting: \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

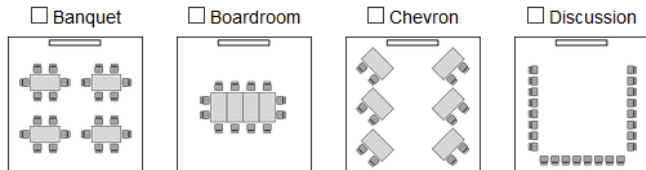
Estimated attendance: \_\_\_\_\_

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## SECTION II: ROOM SELECTION

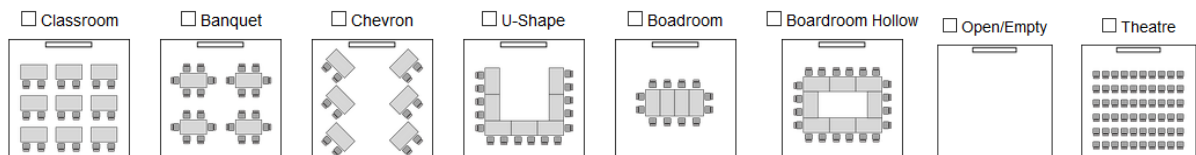
**Board Room** | Total capacity: 20

- Included resources:** Apple TV, board room chairs, built in sound system, conference phone, conference table, credenza, DVD/VHS player, large screen, projector with PowerPoint remote, US and Illinois flag, Windows 10 laptop
- Room Layout** (please select one)



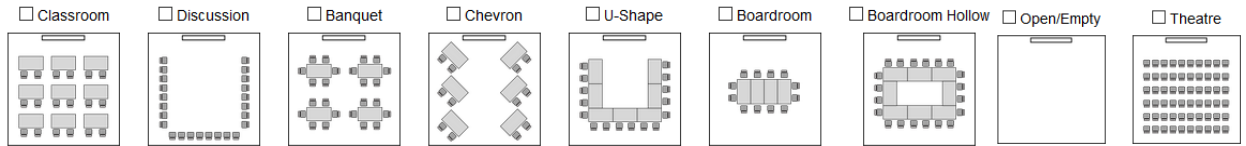
**Commons Meeting Room A** | Total capacity: 40

- Included resources:** Built-in sound system, hearing aid compatible, projection screen and projector with PowerPoint remote, stage with ramp, access to service kitchen
- Room Layout** (please select one)



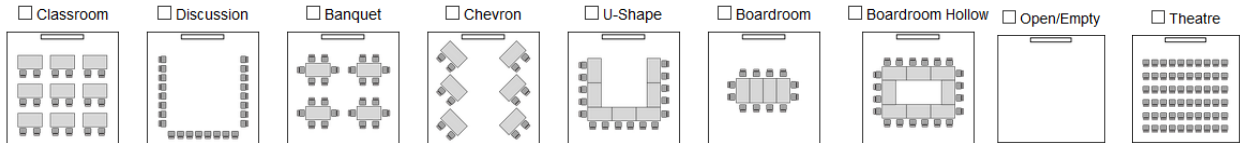
**Commons Meeting Room B** | Total capacity: 80

- **Included resources:** Built-in sound system, hearing aid compatible, projection screen and projector with PowerPoint remote, stage with stairs
- **Room Layout** (please select one)



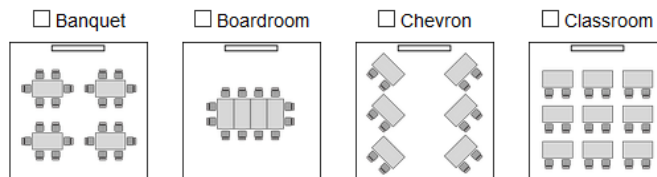
**Commons Meeting Room A & B** | Total capacity: 120

- **Included resources:** Blu-ray/DVD/CD player, built-in sound system, hearing aid compatible, hearing aids, projection screen and projector with PowerPoint remote, stage with center stairs and ramp, US and Illinois flag
- **Room Layout** (please select one)



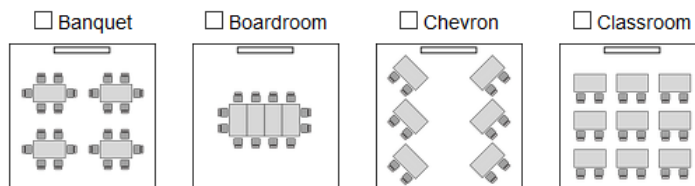
**KidSpace Program Room** | Total capacity: 30

- **Included resources:** Apple TV, built-in sound system, chairs, DVD/CD player, laptop, projection screen and projector, sink, tables
- **Room Layout** (please select one)



**Studio B** | Total capacity: 20

- **Included resources:** 3D printer, built-in sound system, chairs, laser cutter, photo printer, presenter computer, printer, projection screen and projector, tables, vinyl cutter
- **Room Layout** (please select one)



### SECTION III: PAYMENT

Please complete section *ONLY* if you are a Profit Organization.

**\$50 per 2-hour block:** Commons Room A & B | Studio B

**\$25 per 2-hour block:** Commons Room A | Commons Room B | Board Room  
Lower Level Meeting Room | KidSpace

Please charge my library account the amount due

Please charge my credit card

**Type of Card:**  Visa  Mastercard  Discover  American Express

**Card Number:** \_\_\_\_\_ **Name on Card:** \_\_\_\_\_

**Expiration Date (MM/YY):** \_\_\_\_ / \_\_\_\_

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### SECTION IV: ADDITIONAL RESOURCES

Please list any additional resources or requirements needed for the meeting room.

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### SECTION V: AGREEMENT

*I have read the Meeting and Study Rooms Rules and Procedures. I agree to abide by them and to be responsible for damages to library equipment or facilities during scheduled use of the meeting room. I shall indemnify harmless the Niles-Maine District Library and/or its trustees and staff from any loss, cost, expense or damages that may arise by the use of the meeting room.*

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

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

**Submit form in-person at the library or by email to Diane Winberg at [dwinberg@nileslibrary.org](mailto:dwinberg@nileslibrary.org)**