SECTION I: GENERAL INFORMATION
Please note that a Niles-Maine library card is required to reserve a meeting room.

Name: ________________________  Niles-Maine 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: ________

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)

☐ Common 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)

☐ 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

☐ 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): _____/_____  

SECTION IV: ADDITIONAL RESOURCES
Please list any additional resources or requirements needed for the meeting room.

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

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 Margaret Rychtarczyk at mrychtar@nileslibrary.org