

Niles-Maine District Library Meeting Room Reservation Application

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: _____

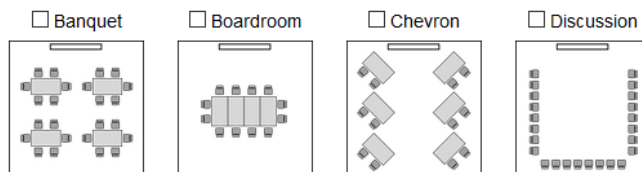
Purpose of Meeting: _____

Estimated Attendance: _____

SECTION II: ROOM SELECTION

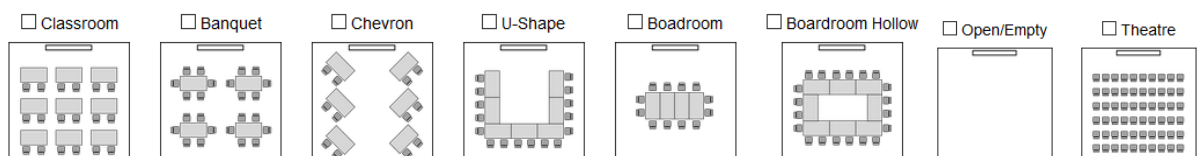
Board Room | Total capacity: 20

- 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)



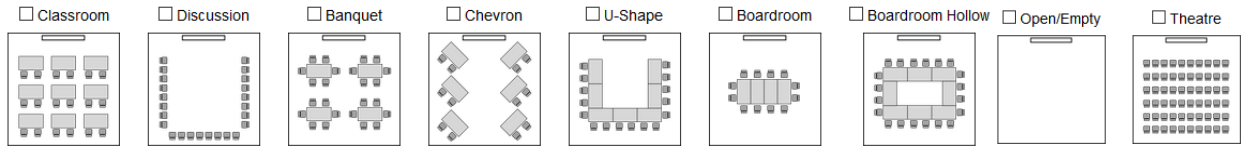
Commons Meeting Room A | Total capacity: 40

- 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)



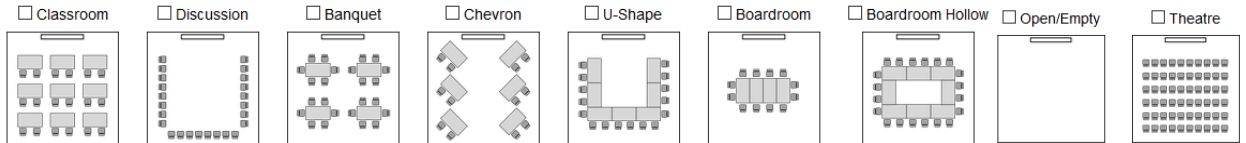
Commons Meeting Room B | Total capacity: 80

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



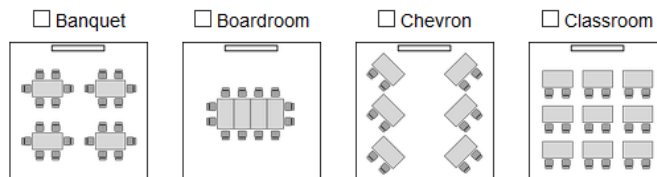
Commons Meeting Room A & B | Total capacity: 120

- **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)



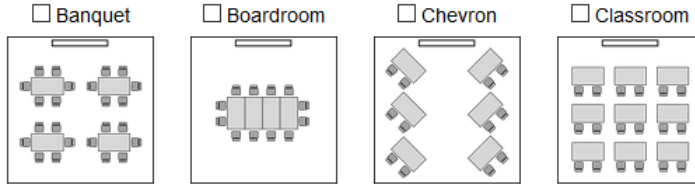
Lower Level Meeting Room | Total capacity: 15

- **Included Resources:** Built-in sound system, chairs, larger tables, projection screen and projector
- **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): ____ / ____

.....

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 Diane Winberg at dwinberg@nileslibrary.org