



# Meeting Room Use Application

Please submit to the branch manager at the desired location two weeks prior to the date requested.

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

As representative of \_\_\_\_\_ (organization/group name), I am applying for the use of a meeting room at the \_\_\_\_\_ Branch.

Purpose and/or function of the organization (Please be specific.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of meeting and names of speakers invited/expected to attend (Please be specific.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Desired date(s): \_\_\_\_\_

Start/End time: Room will be used from \_\_\_\_\_ to \_\_\_\_\_ (Please include a.m./p.m.)

Special instructions: Tables (# \_\_\_ ) Chairs (# \_\_\_ )

*I have read the **Meeting Room Usage Policy** on Page 2 and agree to comply with it.*

Name (please print): \_\_\_\_\_

Address/City/ZIP code: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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**FOR STAFF USE ONLY**

Photo ID presented?  Address and phone number verified?

\_\_\_\_\_  
Branch Manager/Authorizing Librarian

\_\_\_\_\_  
Signature

Condition of room after use: \_\_\_\_\_



## Meeting Room Usage Policy

- Meeting rooms shall be used for programs of an educational or civic nature and shall not be used in any way that interferes with regular library services and operations or that causes a threat to the safety of Library employees, patrons or property.
- Applicant and his/her organization are responsible for conducting orderly programs and for ensuring that the attendees will not interfere with regular library services or endanger Library employees, patrons or property. Failure to comply will result in termination of the meeting and rejection of future applications for use of meeting rooms in any library in the system.
- Meeting rooms are available for use only during regular service hours on days the Library is open. Exact times may vary by location.
- Library-sponsored activities and programs are given priority in the scheduling of meeting rooms.
- No entrance fee may be charged, no collection may be taken and no purchase may be required of those who attend meetings in meeting rooms.
- The Library reserves the right to revise any scheduled meeting arrangements and to pre-empt established reservations on reasonable notice to the applicant.
- Meeting rooms shall be left in good order.
- Applicant and the organization he/she represents agree to pay for any special maintenance or security required, as determined by the Library.
- Applicant and his/her organization agree to pay for damages to the meeting room or to Library property resulting from meeting room use.
- Smoking is prohibited at all times.
- Light refreshments may be served; however, no alcohol is permitted.
- The number attending a meeting may not exceed the posted capacity of the room as established by the City of Chicago Fire Department.
- Use of the Library's meeting room does not constitute Library endorsement of viewpoints expressed by program participants. Advertisements or announcements implying such endorsement are not permitted.
- In the event of a Library building emergency or weather-related emergency, the Library reserves the right to cancel the meeting.
- Applicant is responsible for supervision of all children.
- Storage of items after the meeting is not permitted.
- Applicant may not tape or tack anything to walls or door.
- Applicant using meeting rooms may not discriminate on the basis of race, sex, color, creed, national origin, religious belief or handicap, against any person requesting admission to the meeting.
- All organizations or groups shall indemnify, defend and hold harmless the Chicago Public Library and City of Chicago, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in or relating to personal injuries or property damage arising from the organization/group's use of the Library meeting room.
- Applicant has read and understands the Meeting Room Usage Policy. Applicant agrees that he/she is responsible for ensuring that each member of his/her organization is aware of and abides by these rules.