

# Deerfield Public Library Meeting Room Application

*The Deerfield Public Library makes its two meeting rooms available as "designated and limited forums" for meetings and programs conducted by not-for-profit groups on subjects of educational, civic or cultural interest whose members are primarily from Deerfield and nearby communities. Neither the Library nor the Board sponsors or endorses these events or the presenting individuals or organizations. The meeting rooms are available free of charge on an equitable first come-first-served basis regardless of the beliefs or affiliations of those requesting their use.*

Name of non-profit community, civic, cultural or educational organization:

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Applicant representative (must be at least 18 years old):

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Person signing agrees to be responsible for the use of the room, all related costs and for informing participants of room use guidelines.*

Purpose/type of meeting: \_\_\_\_\_

*Meeting rooms are not available for commercial use, social gatherings, private events or fund-raising activities. All meetings must be free and open to the public.*

1<sup>st</sup> choice date \_\_\_\_\_ 1<sup>st</sup> choice time \_\_\_\_\_

2<sup>nd</sup> choice date \_\_\_\_\_ 2<sup>nd</sup> choice time \_\_\_\_\_

*We ask that all attendees be made aware that meetings should conclude promptly when the announcement is made 15 minutes before closing.*

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

*Maximum capacity in the large meeting room is 80 chairs. If tables are used, the seating capacity is decreased proportionately. Maximum capacity in the lower level conference room is 15.*

Number of chairs \_\_\_\_\_ Number of tables \_\_\_\_\_

Room layout (applies to large meeting room only)

Theatre style \_\_\_\_\_ Classroom style \_\_\_\_\_ Other (please describe) \_\_\_\_\_

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## Equipment requested

*The Library does not supply computers, cables or connectors, nor can Library staff be responsible for setting up or troubleshooting computer issues for your meeting*

Microphone on podium \_\_\_\_\_ Clip-on mic \_\_\_\_\_ Flip chart \_\_\_\_\_ Screen \_\_\_\_\_ DVD player \_\_\_\_\_

LCD Projector \_\_\_\_\_ AV Cart \_\_\_\_\_ Extension Cords \_\_\_\_\_

Please return completed application to:

Deerfield Public Library, 920 Waukegan Road, Deerfield, IL 60015, Attn: Jody Wilson.

Phone 847.580.8954 FAX 847.945.3402 Email [jwilson@deerfieldlibrary.org](mailto:jwilson@deerfieldlibrary.org)