Grande Prairie Public Library District
3479 W. 183rd Street – Hazel Crest, IL  60429

MEETING ROOM APPLICATION

COMPLETE BOTH SIDES (Please Print)

Today’s Date: _______/_______/ 20____

Date(s) Requesting: ____________________________________________

Time Requesting: From: _______ To: _________ AM / PM

Name of Organization: ________________________________________

/Library reserves the right to request proof of not-for-profit status/

Name of Presiding Officer: __________________________________________

Purpose & Function of Organization: ________________________________

Type of Meeting or Program: _______________________________________

Expected Attendance: _______

Space Requesting: Richard B. Jensen Community Room (capacity 90)____

Conference Room (capacity 15)____  Tutoring Room (capacity 2)____

Special Equipment Request: ________________________________________

(A fifteen-minute orientation session prior to scheduled meeting is required in order to operate Library equipment- call to arrange appointment)

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STAFF USE ONLY

Dates available approved by: ___________ Request Approved: ___________

(Administrator)

If Rejected, Reason Why: ____________________________________________

Confirmation made by   Phone / Mail    Date: _____/_____/____
As outlined in the Meeting Room Policy rules of Conduct include, but are not limited to, the following:

1. All meetings held in the Library must be open to the general public.
2. Meetings may not disrupt or interfere with the normal operations of the Library (e.g. noise level, babysitting).
3. Children under age 8 must be with their parents.
4. Meetings must be concluded fifteen minutes prior to Library closing and all attendees must exit the building at closing time.
5. Attendees must leave the room in the arrangement indicated on the diagram posted by the light switch.
6. The kitchen area must be cleaned.
7. No alcoholic beverages may be served.
8. Groups with members age 18 or under must be supervised by an adult age 21 or older.
9. No advertisement or announcement implying Library endorsement will be permitted.

Consequences for Breaking Rules

1. Staff members will notify meeting room users of any problems.
2. After two incidents, the Administrative Librarian will contact the Presiding Officer to help resolve the situation.
3. If another incident occurs, Meeting Room privileges will be suspended for the rest of the calendar year.
4. Failure to return the meeting room to the arrangements posted by the light switch will result in a $25 fee, payable before any additional meeting may be held.
5. Any organization that is discovered to be a commercial venture rather than a non-profit organization will be assessed a $100 fee and barred from any future use of the Library meeting rooms.

My signature indicates that I have received and read the policy of the Grande Prairie Public Library pertaining to the use of its meeting rooms, and agree to abide by all regulations. It is my responsibility to inform all members of my organization about the rules. I also understand the Library is not responsible for equipment, supplies, or any personal possessions of those sponsoring or attending the meeting described above. I hold harmless the Grande Prairie Public Library for any and all accidents, which may occur, on the premises. My signature further affirms that the organization that I represent is a non-profit entity.

Name: (Print) Phone:
Address: City:
Signature of Officer:

Name of Resident: (Print) Phone
Address: City:
Signature of Resident: