

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)

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: _____