

# “DEVELOPING A CITY OF READERS”

North Chicago Public Library

2100 Argonne Drive

North Chicago, IL 60064

Phone-(847) 689-0125 Fax- (847) 689-9117

## NORTH CHICAGO PUBLIC LIBRARY CONFERENCE ROOM RENTAL AGREEMENT

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(No. & Street) (City & State) (Zip)

Telephone Numbers: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Date(s) of Meeting: \_\_M \_\_T \_\_W \_\_TH \_\_F \_\_S  
(Check all that apply)

Reservation Time: \_\_\_\_\_  
(Start) (Ending)

Will Food or Drinks be served during the meeting? \_\_\_Y \_\_\_N

Anticipated number of Participants: \_\_\_\_\_

Rental Rate: \$45.00 (\$60.00 if organization serves food and/or drinks) a \$10.00 deposit is required.

I have read the Library's policy for use of the meeting room and agree to follow the rules set forth.

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

This confirms that \_\_\_\_\_  
(Name of organization)

has use of the North Chicago Public Library's meeting room on \_\_\_\_\_  
(Date)

From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Library Staff in Charge

## Rules for North Chicago Public Library Conference Room Use:

1. Please make reservations early. Payment must be received within 5 days of booking to remain reserved.
2. Bring Payment in or Mail completed form and check to:  
North Chicago Public Library  
2100 Argonne Drive  
North Chicago, IL 60064
3. Renter is responsible for setting up room in the configuration required for their meeting or function.
4. After meeting, tables and chairs must be neatly arranged.
5. All tables, chairs, and counter tops must be free of trash and other debris. Tables and counter tops must be wiped down with a damp sponge.
6. Any breakage of equipment, spillage on carpets, or other damage must be immediately reported to NCPL (847)689-0125. Any costs incurred because of damages are the responsibility of the group using the room. Damage and cleaning charges are not limited to the cleaning deposit.
7. Renter agrees to hold NCPL harmless for any injuries that might occur while using the North Chicago Public Library.
8. No smoking or alcoholic beverages. For the protection of our tenants, smoking is not allowed within 20 feet of the building.
9. **(VERY IMPORTANT)** All attendees should be instructed to park in front of the building.
10. Please minimize disturbance because of regular business tenants. All questions should be directed to North Chicago Public Library  
(847)689-0125
11. Meeting must end 10 minutes before the Library closes, so that we can close on time.

I have read and agree to comply with the above RULES.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## North Chicago Public Library Board Meeting Room Policy

1. The North Chicago Library Board of Trustees allows use of Library meeting room for library sponsored meetings and programs only.
2. The large meeting room off the lobby is not available for public use.
3. Applications for use of the meeting rooms are available at the Library's Circulation desk.
4. Confirmation of the application will be made by the Library Director in writing
5. Definition. Library sponsored meetings and programs means: North Chicago Unit School – District 187, City of North Chicago, City of North Chicago ward meetings, Families Learning Altogether – General Education Development (GED) program and any meeting or program approved by the library Director.

The above policy is subject to review or change the North Chicago Public Board of Trustees at anytime

Adopted: December 16, 1996

Revised: December 20, 2007