

Form 002
Community Meeting Room Form North Chicago
Public Library



Name/Organization: _____

Address: _____

Telephone Number: _____

Contact person: _____

Date of Meeting: _____

Day of Week: M Tue W Th F S

Meeting Time Start: _____ Meeting End Time: _____

Will Food/Drinks be served: Yes No

Number of Attendees: _____

Room Rental Rate:
 \$45 no food or drinks served
 \$60 food/drinks will be served (plus \$10 Clean-up fee)
A \$10.00 deposit is required.

Is this a 501(c) nonprofit organization? Yes No

I have read the Library's Community Meeting Room Policy and Regulations to follow the rules set forth.

Signature: _____ Date: _____

Staff Use only:

Date deposit paid on: _____
Date rental paid off: _____

This confirms that: _____ has use of the
Community Meeting Room for the date and time above.

Director or Manager on Duty: _____

Revised 5-21-2018



NORTH CHICAGO
PUBLIC LIBRARY

NORTH CHICAGO PUBLIC LIBRARY COMMUNITY ROOM EQUIPMENT AGREEMENT

Name/organization: _____

Address: _____

Contact Person(s): _____

Telephone Number: _____

Date of Event: _____

Please check off each item that you will be borrowing from NCPL:

- | | |
|---|--|
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Vacuum Cleaner |
| <input type="checkbox"/> Projector Remote Control | <input type="checkbox"/> Ethernet Cable |
| <input type="checkbox"/> HDMI Cable | <input type="checkbox"/> RCA Audio Cable |
| <input type="checkbox"/> Wireless Microphone(s) | <input type="checkbox"/> Sound System |
| <input type="checkbox"/> Power Strip/Surge Suppressor | <input type="checkbox"/> USB to HDMI Adapter |
| <input type="checkbox"/> Wireless Presenter Remote | <input type="checkbox"/> Windows OS Laptop |
| <input type="checkbox"/> Stereo | |

****When using the North Chicago Public Library's Community Room and any Library equipment; the signee must come to the library prior to the event to ensure that your equipment is compatible with the libraries. For each event, the signee must sign off on any equipment that will be borrowed.***