

**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 for 3 hours

\$60 food/drinks will be served for 3 hours

\$10 for each additional hour

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

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

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***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 04-09-2019**





**NORTH CHICAGO**  
PUBLIC LIBRARY

## **NORTH CHICAGO PUBLIC LIBRARY COMMUNITY ROOM EQUIPMENT AGREEMENT**

Name/organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Event: \_\_\_\_\_

***\*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.***

**Revised 09-29-2021**

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