

## LIBRARY MEETING ROOM AVAILABLE FOR PUBLIC USE



There are two separate entrances that allow quick access to the Sink Area.

- **Full Meeting Room (A & B):** Seating for 75 auditorium style or 40 at ten individual tables; ceiling projector (HDMI connection), large projector screen, and deluxe computer speakers are available for laptop presentations upon request.
- **Large Meeting Room (B):** Seating for 50 auditorium style or 32 at eight individual tables; ceiling projector (HDMI connection), large projector screen, and deluxe computer speakers are available for laptop presentations upon request.
- **Small Meeting Room (A):** Seating for 25 to 30 people. Medium projector & white board screen.

MEETING ROOM	GROUP I (Library)	GROUP II (RP Gov't)	GROUP III (RP Non-Profit)	GROUP IV (RP Businesses)	GROUP V (All Non-Residents)
Full Room (A& B)-75	No fee	No fee	No fee	\$20.00/hr.	\$30.00/hr.
Large Room (B)-50	No Fee	No Fee	No fee	\$15.00/hr.	\$25.00/hr.
Small Room (A)-25	No fee	No fee	No fee	\$10.00/hr.	\$15.00/hr.

# Richton Park Public Library District

22310 Latonia Lane, Richton Park, IL 60471 ~ 708.481.5333 ~ [www.richtonparklibrary.org](http://www.richtonparklibrary.org)

"Enriching the Lives of the Community Through a Good Library Experience"

**OFFICE USE ONLY**

Group Name: \_\_\_\_\_  
 Group Type: (G) \_\_\_\_\_  
 Series?: Y / N Date(s) Reserved: \_\_\_\_\_

Date Approved/ Staff Initials: \_\_\_\_\_

## MEETING ROOM USE APPLICATION [D1A] and Liability Waiver/ Indemnification Agreement

**ORGANIZATION INFORMATION**

ORGANIZATION NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

PURPOSE OF MEETING (briefly explain): \_\_\_\_\_

PROGRAM TITLE: \_\_\_\_\_ PROJECTED ATTENDANCE \_\_\_\_\_

GROUP TYPE (please check one):

\_\_\_\_ (Group 2) Government Agency serving Richton Park \_\_\_\_\_ (Group 4) Richton Park Business  
 \_\_\_\_ (Group 3) Richton Park Non-Profit Community Organization \_\_\_\_\_ (Group 5) Non-Richton Park Resident

Do you plan to publicize to the general public? YES \_\_\_\_\_ / NO \_\_\_\_\_

If yes, please comply with the publicity rules & submit documents to the Library Director (see Policy D1/H).

**MEETING ROOM INFORMATION**

DATE(S) OF MEETING(S): (1<sup>st</sup> Choice) \_\_\_\_\_  
 (2<sup>nd</sup> Choice) \_\_\_\_\_

TIME OF MEETING (include set up & cleanup)

Set-Up Begins: \_\_\_\_\_ Clean-Up Ends: \_\_\_\_\_ Time-Frame of TOTAL meeting (w/Set Up & Clean Up): \_\_\_\_\_

DO YOU NEED MEETING SERIES DATES: (i.e.: Weekly: Every Monday @ 4pm; i.e.: Bi-Weekly: Every 1<sup>st</sup>/ 3<sup>rd</sup> Tuesday @ 5pm)  
 (I.e.: Monthly: Every 4<sup>th</sup> Wednesday of the month @6pm)

If yes, please specify: Every 1<sup>st</sup>/ 2<sup>nd</sup>/ 3<sup>rd</sup>/ 4<sup>th</sup>  
 Mon Tues Wed Thurs Fri Sat @ \_\_\_\_\_ am / pm

ARE YOU SERVING REFRESHMENTS?

**DURING COVID RESTRICTIONS, NO REFRESHMENTS ALLOWED**

SCHEDULING  
 BLOCK  
 JAN-MAY \_\_\_\_\_  
 SEPT-DEC \_\_\_\_\_

ROOM REQUEST:

FULL ROOM (A & B): \_\_\_\_\_

FEE CHART:

MEETING ROOM	GROUP I (Library)	GROUP II (RP Gov't)	GROUP III (RP Non-Profit)	GROUP IV (RP Businesses)	GROUP V (All Non-Residents)
Full Room (A & B) -75	No fee	No fee	No fee	\$20.00/hr	\$30.00/hr
Meeting Room B -50				\$15.00/hr	\$25.00/hr
Meeting Room A -25				\$10.00/hr	\$15.00/hr

Please consult with tech staff to schedule tutorial for AV training( you must take training in order to use AV equipment).

Do you need a Laptop Computer? Y YES \_\_\_\_\_ NO \_\_\_\_\_

**OFFICE USE ONLY: PAYMENTS**

PAYMENT OPTIONS: CERTIFIED CHECK \_\_\_\_\_ CREDIT \_\_\_\_\_ CASH \_\_\_\_\_

**YOUR FEE:** # of HOURS \_\_\_\_\_ X \$ \_\_\_\_\_ / HR = \_\_\_\_\_ **TOTAL OWED.**

DATE PAID: \_\_\_\_\_ STAFF MEMBER: \_\_\_\_\_

## CONTACT INFORMATION

(18 years old with a valid Richton Park Library Card)

NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

LIBRARY CARD NUMBER: \_\_\_\_\_

ALTERNATE/ EMERGENCY CONTACT NAME \_\_\_\_\_

ALTERNATE/ EMERGENCY CONTACT PHONE: \_\_\_\_\_

## LIABILITY WAIVER / INDEMNIFICATION AGREEMENT

I have read and understood, and agree to comply with the Richton Park Public Library District Meeting Room Policy (attached).

I hereby fully release and discharge the Richton Park Public Library District, the Library Board of Trustees, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise which may be alleged to have arisen out of, or in connection with the above meeting(s) in the Richton Park Public Library District.

I further agree to indemnify and hold harmless and defend the Richton Park Public Library District, its Board of Trustees, officers, agents and employees and volunteers from any and all claims resulting from injuries, including death, damages and losses, including but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the above meetings in the Richton Park Public Library Districts

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

Print Name: \_\_\_\_\_

**PLEASE RETURN FORM TO:**

Richton Park Public Library District  
22310 Latonia Lane, Richton Park, IL 60471

**EMAIL:** [library@richtonparklibrary.org](mailto:library@richtonparklibrary.org)

**FAX:** 708-481-4343

**MEETINGS SCHEDULE:**

Monday-Friday: 10:15am-7:45pm

Saturday: 10:15-1:45pm

Sunday: Closed

