Evanston Public Library  
Meeting Room Reservation Form

| Organization Name __________________________ | Today's Date ________ |
| Purpose of Meeting _________________________ | Projected Attendance ________ |
| Program Title: _____________________________ | __________________________ |
| Speakers: _________________________________ | __________________________ |

Do you plan to publicize your meeting to the general public? Yes____ No____

Date(s) of Meeting(s) __________________________

Time of Meeting(s) (include set up and clean up):
  Set Up Will Begin _________
  Clean Up Will End _________

Name __________________________ Phone __________________________

Email Address __________________________ Website __________________________
  (Please list contact information that we may give to people seeking information about this event.)

Indicate which room you wish to reserve:

**Community Meeting Room:** (max. capacity 144) ($60 charge per use) _______

Please select one of the following room set up options (diagrams are attached).
- Theatre (capacity 144)
- Lecture (capacity 72)
- U-shaped Lecture (capacity 60)
- Chairs Along Walls
- U-shaped Banquet
- Banquet

| How many chairs _______ | Public Address System ($15 charge) _______ |
| How many tables _______ | Computer/Internet Projection ($15 charge) _______ |
| VCR/DVD with Monitor ($15 charge) _______ | Piano ($15 charge) _______ |
| Slide Projector ($15 charge) _______ | Assisted Listening Devices _______ |
| Overhead Projector ($15 charge) _______ |

**Small Meeting Room:** (capacity 24) ($30 charge per use) _______

| How many chairs _______ | VCR/DVD with Monitor ($15 charge) _______ |

Will your group use the kitchen? Yes _____ No _____

Total paid today: $__________

Please sign the Liability Waiver/Indemnification Agreement on the reverse of this form.

No reservations will be made until all of the applicable fees have been paid.
Liability Waiver/Indemnification Agreement

I have received, read, understood, and agree to comply with the Evanston Public Library’s Meeting Room Policy.

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

I further agree to indemnify and hold harmless and defend the Evanston Public Library Board, the City of Evanston, its officers, agents and employees 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 meeting(s) in the Evanston Public Library.

______________________________
Signature

Persons reserving the meeting room must be at least eighteen years of age.

(Please list here the information for the responsible party signing the Liability Waiver/Indemnification Agreement.)

Name _________________________________________
Address________________________________________ Phone__________________________

Please attach a copy of the event flyer, or mail a copy to the 1st Floor Information Desk when a flyer is available for this event.

Summary of Meeting Room Rules

1. No reservation is made until all fees are paid.
2. Meeting rooms can only be used by not-for-profit organizations.
3. All meetings are open to the general public. No admission fee can be charged.
4. No alcohol can be served.
5. Cancellations must be made at least 48 hours in advance of the program.
6. The Library does not provide refreshment supplies such as coffee pots, cups, plates, trays, containers, paper goods, tea and coffee.
7. The Library does not provide easels, newsprint paper, dry-erase markers, or other consumable presentation materials.
8. Signs and posters may not be placed on Library walls, windows or doors. Please bring your own display stands or tripods.

Please return this form to:

Administrative Offices
Evanston Public Library
1703 Orrington Ave.
Evanston, IL 60201

Questions should be directed to the Library’s Administrative Offices (847) 448-8650.
Room Setup Options

144 people maximum

Theatre Style set up

72 people maximum

Lecture Style set up

60 people maximum

U-Style Lecture set up

Chairs Around Room set up

19 people maximum

U-Style Banquet set up

Chairs Along Walls

U-shaped Banquet

Banquet Style set up

Banquet