



NAPERVILLE PUBLIC LIBRARY

Application for Use of Library Meeting Rooms

Date of Meeting: _____
Time Reserved: Morning 9 - 12:30 _____ Afternoon 1:00 - 4:30 _____ Evening 5:00 - 8:30 _____
Meeting Begins at: _____

Room Reserved:

Nichols - Community Room _____ 95th St. - Meeting Room A/B _____
Naper Blvd.-Program Room _____ 95th St. - Meeting Room A _____
Naper Blvd.-Conference Room _____ 95th St. - Meeting Room B _____
95th St. - Meeting Room C _____

Name of Organization: _____

Contact Person: _____ Library Card No. _____

Address: _____
Street _____ City/State _____ Zip _____

Phone: (Home) _____ (Work) _____ Ext. _____

Email Address: _____ Estimated Attendance: _____

Type of Organization: Profit _____ Non-Profit _____ Exempt _____

Nature of Meeting: _____

LIABILITY FOR USE OF PREMISES

IN CONSIDERATION of the Board of Library Directors of the City of Naperville (hereinafter referred to as "The Library") leasing to the undersigned the use of that portion, room, area or facility of NAPERVILLE PUBLIC LIBRARY buildings, as hereinafter described, for the term hereinafter set forth:

____ Nichols-Community Room _____ Naper Blvd.-Program Room _____ Naper Blvd.-Conference Room
____ 95th St.-Room A/B _____ 95th St.-Room A _____ 95th St.-Room B _____ 95th St.-Room C (Nomura Room)

Time and Date of Occupancy

For: _____
Function

the undersigned (Lessee) hereby expressly agrees to indemnify and hold Naperville Public Library harmless from all claims, actions, suits, proceedings costs, expenses, damages and liabilities, including attorney's fees, arising out of, or resulting from the occupancy or use of the afore described premises by Lessee.

I have read the Policy for Public Use of Meeting Rooms and agree to follow the rules set forth and I am including payment.

Dated this _____ day of _____, 20____. _____

Signature _____

Name of Organization

Please return to: Naperville Public Library
Attn. Finance Department
2035 S. Naper Blvd.
Naperville IL 60565-3325
FAX: 630.961.4119

FOR OFFICE USE ONLY
*Meeting confirmed as requested: _____
*Total Room Fee: _____
* Payment received on _____
*Room is confirmed by payment of fee. _____
*Library Card Expiration Date: _____

FEES

Timeslots available: Morning 9 - 12:30, Afternoon 1 - 4:30, Evening 5 - 8:30

Consecutive timeslots carry a fee equal to 50% of initial timeslot.

Community Room - Nichols Library \$ _____

Profit	\$140.00
Registered Reciprocal Borrower	\$150.00
Non-Profit	\$70.00
Registered Reciprocal Borrower	\$80.00

Equipment Fees

Kitchen and/or Food Service*	\$30.00	_____
Portable Overhead Projector	\$25.00	_____
Portable LCD Projector (Renter's PC)	\$25.00	_____
Portable DVD/VCR Player	\$25.00	_____
Slide Projector	\$25.00	_____
Speaker System-Corded or Wireless Microphone	\$25.00	_____
Dry Erase Board	No Charge	_____
Podium	No Charge	_____
Screen	No Charge	_____

TOTAL: \$ _____

Program Room - Naper Blvd. Library \$ _____

Profit	\$80.00
Registered Reciprocal Borrower	\$90.00
Non-Profit	\$40.00
Registered Reciprocal Borrower	\$50.00

Equipment Fees

Coffee Pot and/or food service*	\$20.00	_____
Portable Overhead Projector	\$25.00	_____
Portable LCD Projector (Renter's PC)	\$25.00	_____
Portable DVD/VCR Player	\$25.00	_____
Dry Erase Board	No Charge	_____
Podium	No Charge	_____
Screen	No Charge	_____

TOTAL: \$ _____

Conference Room - Naper Blvd. Library

(Maximum Capacity 12)	
Profit	\$50.00
Registered Reciprocal Borrower	\$60.00
Non-Profit	\$25.00
Registered Reciprocal Borrower	\$35.00

TOTAL: \$ _____

ROOM ARRANGEMENT

Number of chairs needed: _____

_____ Auditorium Style (chairs in rows with center aisle)

_____ Classroom Style (tables and chairs)

Meeting Rooms A/B - 95th St. Library \$ _____

(large room undivided)	
Profit	\$150.00
Registered Reciprocal Borrower	\$160.00
Non-Profit	\$75.00
Registered Reciprocal Borrower	\$85.00

Meeting Rooms A, B & C - 95th St. Lib. \$ _____

Meeting Room A or B (large room divided)	
Meeting Room C (Nomura Room)	
Profit	\$80.00
Registered Reciprocal Borrower	\$90.00
Non-Profit	\$40.00
Registered Reciprocal Borrower	\$50.00

Equipment Fees

Kitchen and/or Food Service*	\$30.00	_____
Piano	\$30.00	_____
Built-in Overhead Projector	\$25.00	_____
Portable LCD Projector (Renter's PC)	\$25.00	_____
Portable Overhead Projector for transparencies	\$25.00	_____
Speaker System-Corded or Wireless Microphone	\$25.00	_____
Portable DVD/VCR Player	\$25.00	_____
Dry Erase Board	No Charge	_____
Podium	No Charge	_____
Screen	No Charge	_____

TOTAL: \$ _____

Additional Tables and Chairs:

Number of tables at front of room _____

Number of chairs at front of room _____

Number of tables for coffee service _____

Coffee Pot, if available - No. of Cups (water only)

100 _____ 55 _____ 35 _____

*Any food brought into any Meeting Room requires payment of the kitchen fee.