



GLENVIEW PUBLIC LIBRARY
2021 (July - Dec) Meeting Room Application
Community Room or Multipurpose Room
Glenview Public Library, 1930 Glenview Road, Glenview, Illinois 60025
Telephone (847) 729-7500 x 2113 / FAX (847) 729-7558
Email Meetingrooms@glenviewpl.org

Name of Organization or Business: _____

Purpose of Organization or Business: _____

Is the Organization local, or a chapter of a State or National Organization? _____

Does the organization or business have liability insurance? _____

If so, please attach a copy of the Certificate of Insurance.

Nature of Meeting: _____

Date of Meeting: (Preferred) _____ (Alternate) _____

Estimated Attendance: _____ Time Meeting Begins: _____ Ends: _____

Room Requested: (Place an "X" Next to the room name)

Community Room: East _____ West _____ Both (East and West) _____

Fee: See attached schedule

Multipurpose Room: _____ **Fee: See attached schedule**

Kitchen to be Used: (\$30 Fee) YES _____ NO _____

Note: Kitchen not available for Community Room West

Custom Seating Arrangement: (\$25 Fee) YES _____ NO _____

Please describe or provide diagram _____

Av Equipment Needed (see Meeting Room Policy for details) (\$25 Fee) YES _____ NO _____

Specify AV Equipment: _____

Contact Person: _____

Relationship to person or group requesting the room: _____

Library Card Number: _____

(Individual must have a Glenview Public Library card in good standing)

Address: _____

Telephone: (Day) _____ (Evening) _____ (Cell) _____

Email Address: _____

Revised 04.19.18

Meeting Room Application Glenview Public Library

The Glenview Public Library makes its meeting rooms available to cultural, educational, and civic groups in the community, as well as Glenview businesses, as a public service. In so doing, the library expresses no endorsement of or concurrence with the actions or statements of these users or with any ideas expressed by the group or any individuals who attend or participate in the user's activities.

Publicity is the responsibility of anyone reserving the meeting rooms. If requested, and space is available, the library will post suitable publicity on the library's lobby display only, and the library reserves the right to judge the suitability of the poster or notice. The sponsoring group or business must be identified on all publicity displayed or published. Publicity may not contain the library's telephone number.

The use of a library meeting room is a privilege, not a right and is subject to the library's sole and exclusive discretion. Accordingly, the library reserves the right to deny the use of any meeting room to any individual, group or business.

FEES: Fees for use of the Meetings Room(s) or the Kitchen are payable at least seven (7) days prior to the scheduled meeting. *Checks shall be made payable to: Glenview Public Library.* The Library must be notified of meeting cancellations at least 72 hours before the scheduled event. Failure to do so will be cause for denying future requests and forfeiture of any prepaid fees.

INDEMNIFICATION: For and in consideration of the use of the meeting room and library facilities, the person or group applying to use same hereby agrees to indemnify and hold the Glenview Public Library and the Village of Glenview harmless from any and all causes of action, suits, judgments or settlements relating to its use of such rooms and facilities. Further, such person or group agrees to indemnify the Library and the Village for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof.

ADA (AMERICANS WITH DISABILITIES ACT) COMPLIANCE: The person signing this application will be held responsible for insuring that any oral or written promotions of the above meeting will include a special "accommodation for the disabled" phrase such as "Individuals with disabilities who plan to attend this program and who require special accommodations in order to observe and/or participate in the program are requested to contact _____ (telephone number) at least five working days prior to the program so that a reasonable accommodation, if appropriate, can be made for them."

The organization sponsoring the meeting or program is responsible for arranging and funding the requested special accommodations.

I have read the "GLENVIEW PUBLIC LIBRARY MEETING ROOM POLICY" and, on behalf of the group/business for which I am submitting this Application, agree to comply with the Policy to assume, full legal responsibility as provided by them.

DATE _____ SIGNATURE _____

FOR OFFICE USE ONLY:

Date received: _____

Approved: _____

Denied: _____

Applicant Notified: _____