

**MATTESON AREA PUBLIC LIBRARY DISTRICT**  
**Meeting Room Application**  
**And Liability Waiver/Indemnification Agreement**  
(Revised March 1, 2018)

Matteson Area Public Library Card # \_\_\_\_\_ Non Resident Card # \_\_\_\_\_

Name of individual making request \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email address \_\_\_\_\_

Name of Organization \_\_\_\_\_

Title in Organization \_\_\_\_\_

Name of Alternate \_\_\_\_\_ Phone \_\_\_\_\_

General description and purpose of meeting(s) \_\_\_\_\_

Choice of date(s) of meeting(s) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Time of meeting(s) Start \_\_\_\_\_:\_\_\_\_\_. Please add a minimum of 15 minutes to your meeting start time to allow for furnishings or AV equipment set –up.

End \_\_\_\_\_:\_\_\_\_\_. All meetings must end 30 minutes before Library closing time.

Number expected to attend: \_\_\_\_\_

Lectern \_\_\_\_\_ Tables \_\_\_\_\_ (indicate # needed) Chairs \_\_\_\_\_ (indicate # needed)

**Audio Visual Equipment**

The following AV equipment is available upon request and will be set up for you by staff. Requests for AV equipment must be made at the time of application.

\_\_\_\_\_ Pull down movie screen

\_\_\_\_\_ CD/DVD Player for use with ceiling-mounted projector

\_\_\_\_\_ Ceiling-mounted projector that works in conjunction with your own laptop.

Please check your equipment to verify it has the VGA type of connection or bring an adapter to connect to a VGA cable.

**Indicate which room you wish to reserve**

Meeting Room A (downstairs, has sink)	<input type="checkbox"/>	VCR/DVD TV - \$25	<input type="checkbox"/>
Meeting Room B (downstairs)	<input type="checkbox"/>	Sound System - \$15	<input type="checkbox"/>
Meeting Room C (downstairs)	<input type="checkbox"/>	Computer & Projector - \$25	<input type="checkbox"/>
Training Room (upstairs)	<input type="checkbox"/>	Overhead Projector- \$15	<input type="checkbox"/>
Conference Room (1 <sup>st</sup> floor)	<input type="checkbox"/>	Laptop \$15 or \$100 for 10	<input type="checkbox"/>
		Business Group Equipment Fees \$25	<input type="checkbox"/>

**Food/Beverages**

Only light refreshments, such as finger foods, cookies and soft drinks (no red drinks of any kind). Will food be allowed at your meeting \_\_\_\_\_ Yes \_\_\_\_\_ No.

**Fees**

No admission fee may be charged, no request for donations may be made.

Meeting room fee \$ \_\_\_\_\_. Paid \_\_\_\_\_ (All fees must be paid in advance).

Please read and initial the following statements.

I understand that:

because the Library is a public building it is subject to the Americans with Disabilities Act and that it is my responsibility to comply with any special accommodation requests of disabled persons under the Act. \_\_\_\_\_(initials)

the public liability insurance coverage of the Library does not cover the negligence of the organization using the meeting room or any of its members or guests, nor does it protect the organization if suit is brought against it. The organization will indemnify and hold harmless the Trustees and staff of the Matteson Area Public Library District from any loss or liability by virtue of its use of the meeting room to the full extent permitted by law. \_\_\_\_\_(initials)

the library is not responsible for equipment, supplies, materials, or any personal possessions owned by those sponsoring or attending the meeting. I agree to indemnify and save harmless the Trustees and staff of the Matteson Area Public Library District for any and all accidents which may be sustained on the premises. I agree to reimburse the Matteson Area Public Library District for any and all willful and/or accidental damages that occur to the library building, grounds, furniture, furnishings or equipment resulting from this use of the meeting room. \_\_\_\_\_(initials)

the Library may require me to provide a certificate of insurance naming the Library as an additional insured and that failure to provide that certificate of insurance will result in the denial of this application to use the meeting room. \_\_\_\_\_(initials)

may require 501 (c) (3) certificate to demonstrate non-profit status and be exempt from rental fees. \_\_\_\_\_(initials)

any and all publicity concerning our use of the meeting room will include the following phrase: **“This event is not sponsored by or endorsed by the Matteson Area Public Library District.”** \_\_\_\_\_(initials)

#### **Room use procedures:**

**VERY IMPORTANT:** The applicant or the alternate must check in at the front desk upon arrival with a copy of the completed application and the last person from your organization leaving must check out at the front desk.

Please remind those participating that excessive noise upon arrival and departure is disruptive to the library setting.

If AV equipment is to be used by your organization Library staff must be notified (to turn on/off equipment) upon arrival and departure.

#### **Summary of Meeting Room Rules & Fees**

1. No reservation is made until all fees are paid, and the Director has approved.
2. All Matteson businesses and non- profits without 501 (c) (3) pay \$50 per 3 hour block of time.
3. Residents with 501 (c) (3) non- profit and HOA pay \$10 per 3 hour block of time.
4. Nonresident non-profit pay \$50 per 3 hour block of time. Nonresident business pays \$150. No refunds to anyone; resident or non-resident.
5. Cancellations must be made at least 48 hours in advance of the program.
6. Soft drinks are permitted (no red beverages). No hot plates, crock pots or electric cooking sources are permitted. 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, 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.

**Acknowledgements**

I have read the Matteson Area Public Library District policy on the use of the meeting room and agree to comply with all regulations.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved by Library Director \_\_\_\_\_ Date \_\_\_\_\_

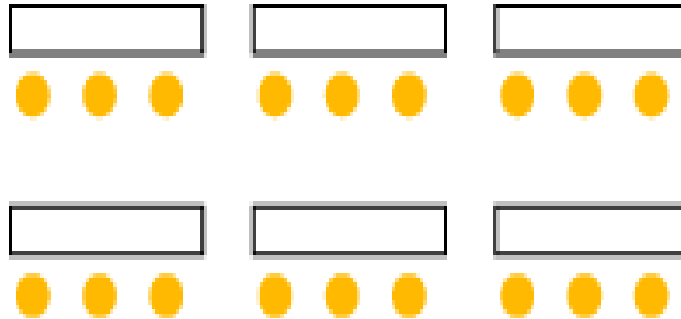
Meetings may be scheduled during the following times:

- Monday - Thursday 9:30 am – 8:30 pm
- Friday - Saturday 9:30 am – 4:30 pm
- Sunday 1:30 pm – 4:30 pm

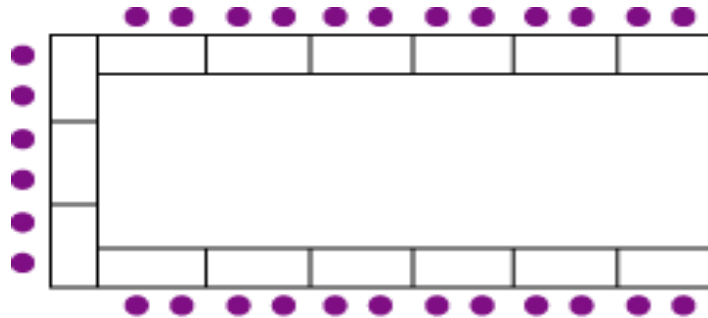
Questions should be directed to the Library’s Administrative Offices (708) 748-4431 ext. 314.

**Room set-up (Circle your choice)**

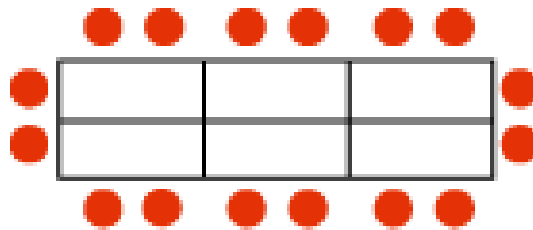
**Classroom**



**U-Shape Style (large or small)**



**Conference Style**



Please return application to:  
**Administrative Offices**  
**Matteson Area Public Library District**  
**801 S. School Avenue**  
**Matteson, IL 60443**