

**Fremont Public Library District**  
1170 N. Midlothian  
Mundelein, IL 60060  
847-566-8702

## Meeting Room Application Non-Profit Organizations Only

Organization \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Fremont Library Card #: \_\_\_\_\_ Card Status: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Day/Date of Meeting: \_\_\_\_\_ Time of Meeting: From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Number in Attendance: \_\_\_\_\_

Meeting Room A: Capacity 36-45 with tables and chairs (with sink and coat rack)

Meeting Room B: Capacity 36-45 with tables and chairs (with screen)

Meeting Room A & B: Capacity 72-90 with tables and chairs (**\$25 charge for A&B**)

*(All rooms based on availability)*

### Non-Profit Organizations

There is no charge for qualifying non-profit organizations to use an individual meeting room. There is a charge of \$25 to combine the two individual rooms into one large meeting room.

All groups are required to provide a \$50.00 security deposit to confirm their reservations. Please see policy guidelines.

***Room setup arrangements and equipment requests must be made at the time of application. Please complete the back of this application.***

***Note: No furniture may be moved by the group. Library does not permit storage of organization's goods. Groups are required to clean up after use.***

## EQUIPMENT

Standard equipment includes the following at no charge:

Podium                       Easel

Fee-Based Equipment:

\$15.00                      Overhead Projector

\$15.00                      Dry Erase Board

\$15.00                      Coffee Maker (Please bring your own coffee, cups, etc.)

\$25.00                      17" television w/VCR or DVD and cart

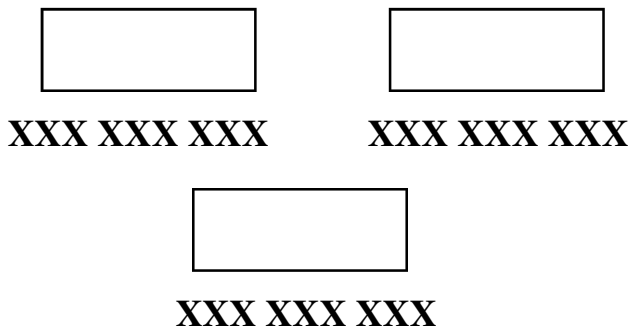
\$100.00                      Stage set-up

Availability of all equipment may vary. Alternative room set-up fees:

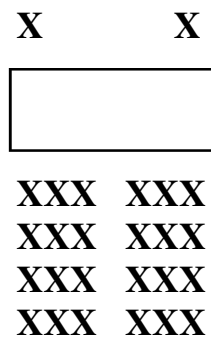
All meetings will be set-up for classroom style (no charge). Other optional furniture Configurations are available for a \$25.00 set-up fee.

## ROOM SET-UP OPTIONS—Please circle your selection

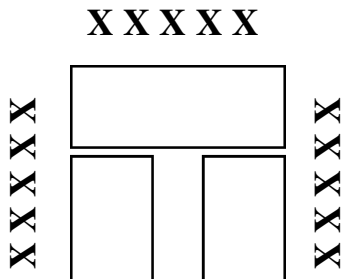
1. *Lecture/Classroom Style—Standard No Fee*



2. *Theater Style—\$25 Fee*



3. *Open Cube Style—\$25 Fee*



Room Sign Out

Date \_\_\_\_\_

Staff Initial \_\_\_\_\_

I have read and agreed to abide by the Meeting Room Public Use Policy and the principles and rules therein. I agree to use the room only for the purpose stated in this application. \$ Amount Owed \_\_\_\_\_

Signed \_\_\_\_\_ \$ Amount Paid \_\_\_\_\_