

# Peoria Public Library - Main Library

## Application for Use of a Meeting Room

This application must be signed and submitted before use of a meeting room.

Qualifications: Meeting rooms of the Peoria Public Library may be used by organizations engaged in educational, cultural, civic, intellectual and charitable activities or activities requiring the use of library materials.

- No fee may be charged, no collection may be taken and no purchase may be required of those who attend.
- A \$25.00 charge will be made for any group which requires any deviation from the normal room arrangement.
- A minimum of \$25.00 for clean-up will be assessed if the room is not left in the condition it was found.
- There may be charges for the use of each piece of library owned equipment.
- The library reserves the right to designate which room will be assigned for use. The user may request a certain room and that request will be honored whenever possible.
- The organization is responsible for all damages done to the room or library equipment.
- **Meeting Rooms are available for use during regular service hours on days the Library is open. Exact times may vary by location. No one may enter the Library prior to opening hours.**
- Please note the Main Library is closed on Sunday.
- Parking is available in adjacent metered lot. (Free on Saturday only.)

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

### Room Request:

**Auditorium** - 80 maximum, classroom style with table and chairs

**Conference Room** - 40 maximum, u-shape for 11 plus audience seating for 18

**Classroom A** - 20 maximum, u-shape

**Classroom B** - 20 maximum, theater seating, chairs only

**Children's Activity Room** - 25 maximum, child-sized tables and chairs

**Children's Craft Area** - 4 maximum. Please note this space is open to the public.

**Main and Monroe Commons** - 8 maximum. Please note this space is open to the public.

**Community Room** - 20 maximum, u-shaped or square

**Study Room** - 4 maximum

**Computer Lab** - 20 maximum

Purpose for which the room is requested: \_\_\_\_\_

\_\_\_\_\_

Date needed for meeting: \_\_\_\_\_ Number of persons anticipated: \_\_\_\_\_

Scheduled time of your meeting: from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

*(Access to Meeting Rooms is limited to the hours the library is open. Library hours vary by location. Please refer to Meeting Room Policy.)*

Contact person from your group (this information will be given to the inquiring public):

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone numbers:

Home \_\_\_\_\_ Work \_\_\_\_\_ Email \_\_\_\_\_

Will food and or non-alcoholic beverage be served? Yes/No \_\_\_\_\_ Catered? Yes/No \_\_\_\_\_

The Library reserves the right to revise any meeting arrangements scheduled if necessary and to preempt established reservations upon reasonable notification to the organization.

I realize that in submitting this request, I am assuring the library that the above information is correct and that I have read the Meeting Room Policy. Any advanced publicity about any meetings specified above in no way involves the library except as a place of meeting. I understand that any violations of the rules regarding the use of the library will result in the cancellation of future meetings.

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

Return to: Peoria Public Library Main Library • 107 NE Monroe Street • Peoria, IL 61602 • Attn: Programming  
Phone: 309-497-2150 or 309-497-2143 • Fax: 309-497-2007 • Email: pplrooms@ppl.peoria.lib.il.us