

Skokie Public Library

Application for Use of Business and Career Center

The Business and Career Center is a self-service suite of three rooms, available to individuals who have valid Skokie Public Library business library cards. The maximum capacity of the suite, as directed by the Skokie Fire Department, is 49 persons, including staff and presenters. In the large room, the tables and chairs are on wheels so they can be moved easily, and the AV equipment is simple and easy to use. Library staff will NOT be available to assist with room setup or AV operation at the time of your meeting; however, AV training is offered by individual appointments arranged at least 5 business days before your meeting so that you feel comfortable using the equipment.

Submit this application at least 10 days and no more than 90 days before your desired date. Room use requests often exceed availability, so do not consider the room booked until you have received written confirmation.

Which room would you like to use?

☐ Program Room (up to 49 people)

☐ Committee Room (up to 16 people)

☐ Conference Room (up to 4 people)

Date of meeting: _____ What time would you like to arrive to prepare for the meeting? _____

Meeting start time: _____ Meeting end time: _____ Estimated attendance: _____

Organization name: _____

Skokie Public Library Business Library Card Number: _____

Purpose of meeting: _____

Is there a fee for people attending this meeting? _____ If yes, dollar amount: _____

I have read the Business and Career Center Procedures, and I agree to abide by them and to be responsible for damages to Library equipment or facilities during scheduled use of the meeting room. I agree to indemnify and hold harmless the Skokie Public Library and/or its trustees and staff from and against any and all claims, demands, or actions that may be made or instituted against any of them arising out of the occupancy or use of the premises.

Print name of contact person: _____ Date: _____
(Inquiries from the Library or the public will be directed only to one contact person.)

Signature: _____ Title: _____

Address: _____ City: _____ Zip: _____

Phone (daytime): _____ Fax: _____

Email: _____

How would you like to be notified of the status of your room request (check one):

___ Email ___ Fax ___ Mail