Skokie Public Library
Application for Use of Book Discussion Room

Skokie Public Library is not a full-service conference center and is best suited for simple meetings that do not require audiovisual support or complex furniture arrangements.

Application must be submitted at least 10 days and no more than 90 days before your desired date. Room use requests often exceed availability, so do not notify members of your group or consider the room booked until you have received written confirmation.

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

Meeting start time: _____ Meeting end time: _____ Estimated attendance: _____ (35 max.)

Organization name: _____

Purpose of meeting: _____

Place a check mark or "X" in front of the equipment you are requesting. The Library cannot provide any equipment not listed here.

____ Chairs (how many? ____) ____ Table(s) (how many? ____)
Furniture arrangement (check one): _____ lecture style (chairs in rows facing front)
_____ roundtable style (tables in square with chairs on outside)
_____ other (attach sketch to application)
____ Lectern with microphone
____ Speaker Table
____ Food Table

Describe any food or beverages to be served. No supplies are furnished.

A $100 deposit is required 7 days before the event if food or beverages will be served.

I have read the Meeting Room Rules and 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

Submit form in person in Administration (9-5 weekdays), by fax (847-673-7797), email to tellus@skokielibrary.info, or by mail to Skokie Public Library, 5215 Oakton St., Skokie, IL 60077.