

Deerfield Public Library Meeting Room Application

The Deerfield Public Library makes its meeting rooms available as "designated and limited forums" for meetings and programs conducted by not-for-profit groups on subjects of educational, civic or cultural interest. Neither the Library nor the Board sponsors or endorses these events or the presenting individuals or organizations. The meeting rooms are available free of charge on an equitable first-come, first-served basis regardless of the beliefs or affiliations of those requesting their use. **NOTE: Applicant must be a Deerfield Public Library cardholder (home library). Exception: Tax-supported agencies that serve Deerfield residents.**

NAME of organization: _____

Applicant representative (must be at least 18 years old):

Name _____ Phone _____

Address _____ Email _____

Deerfield Public Library Card # : _____

Additional Contact (optional) / Name _____

Email _____ Phone _____

Note: Meeting rooms are not available for commercial use, social gatherings, private events (including tutoring sessions) or fund-raising activities. All meetings must be free and open to the public.

1st choice date _____ 1st choice time _____

2nd choice date _____ 2nd choice time _____

Meetings may start no sooner than one half hour after the Library opens and must end no later than 15 minutes before the Library closes.

Estimated attendance: _____

Preferred setup: Theatre style (rows/chairs) _____ Classroom (rows/tables&chairs) _____
Conference table (square/tables&chairs) _____ Other (if available) _____

Please check off what equipment you need:

Microphone _____ LCD Projector _____ Screen _____ Display easel _____ DVD player _____

The Library does not supply computers for meeting rooms. WiFi is available throughout the Library.

For more details on room use, setup and available equipment, please see the Meeting Room Policy on the website at deerfieldlibrary.org.

Signature _____ Date _____

Yes, I have read and understand the Deerfield Public Library's Meeting Room Policy. I agree to be responsible for the use of the room, all related costs and for informing participants of room use guidelines.

Please return completed application to the Deerfield Public Library, 920 Waukegan Road, Deerfield, IL 60015, att: Judy Hoffman.
Phone 847.580.8954 FAX 847.945.3402 Email: jhoffman@deerfieldlibrary.org