



# Cook Memorial Public Library District

## MEETING ROOM APPLICATION

For IN DISTRICT Residents & Non-Profit Organizations Only

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

Aspen Drive Library Meeting Room: Capacity 50  
701 Aspen Drive, Vernon Hills, IL

Cook Park Library Meeting Room: Capacity 50  
413 N. Milwaukee Ave., Libertyville, IL

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

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

CMPLD Library Card # \_\_\_\_\_ Card Status (office use only): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State Zip

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Ext. \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Nature of Meeting: \_\_\_\_\_

Meeting Room Setup (SEE ATTACHED) \_\_\_\_\_

**A \$5.00 room usage fee is required before the meeting room can be reserved and must accompany this application.**

The undersigned (Lessee) hereby expressly agrees to indemnify and hold Cook Memorial Public Library harmless from all claims, actions, suits, proceeding costs, expenses, damages and liabilities, including attorney's fees, arising out of, or resulting from the occupancy or use of the afore described premises by Lessee.

I have read the CMPLD Meeting Room Policy and agree to follow the rules set forth.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
Signature

Please return to: Cook Memorial Public Library  
Attn: Gabriella Pantle  
413 N. Milwaukee Avenue  
Libertyville, Illinois 60048  
847-362-2330 ext. 1101

**Equipment and set-up requests must be made at the time of application. No organization will be allowed to enter the library before the library opens or remain after the library closes.**

## EQUIPMENT

Standard equipment includes the following at no extra charge:

Podium

Folding Chairs

### **Fee-Based Equipment (accept otherwise noted):**

No charge Pull-down screen

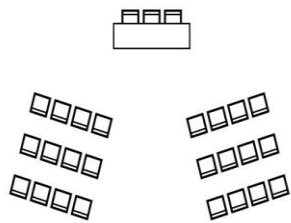
\$20.00 LCD Projector with Renter's PC

\$20.00 Sound System (Microphone)

Availability of all equipment may vary. Library staff will set up equipment but will not be present to provide basic use instructions or operation of equipment.

## Room Setup Options

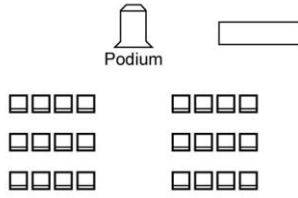
Set-up A  
(Standard Meeting)



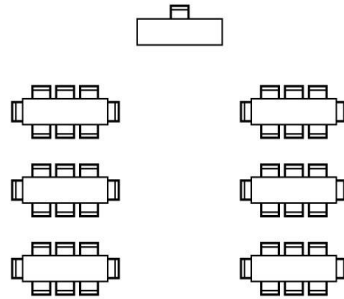
Set-up B  
(Movie Style)



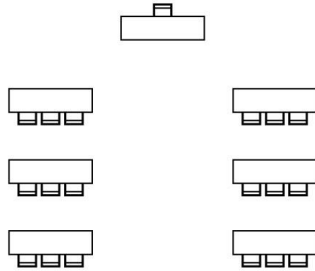
Set-up D  
(Speaker Style)



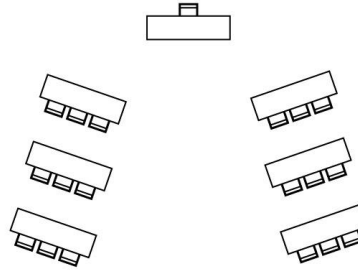
Set-up J  
(Workshop, 8-20 chairs)



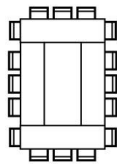
Set-up E  
(Class Room 1)



Set-up F  
(Class Room 2)



Set-up I  
(Book Club, 16-18 chairs)



Set-up H  
(Circle, 8 - 48 chairs)

