

Today's Date \_\_\_\_\_

## Galesburg Public Library Meeting Room Reservation Form

Select which room you would like to reserve:

\_\_\_ **Community Room – First Floor** (Available during and outside library hours, serving kitchen access (food and drink permitted) Capacity: 360 with chairs, 110 with tables and chairs)

\_\_\_ **F&M Bank Meeting Room – First Floor** (Available during and outside library hours, serving kitchen access as available (food and drink permitted) Seating Capacity: 16)

**Day and date of meeting:** \_\_\_\_\_

Name of organization: \_\_\_\_\_

Mailing address of organization: \_\_\_\_\_

Name and short description of meeting/program: \_\_\_\_\_

**Start time of program:** \_\_\_\_\_

**Time room is needed for set up:** \_\_\_\_\_

**End time:** \_\_\_\_\_

- Room must be vacated at least 15 minutes before library closing time unless other arrangements have been made

Number expected to attend: \_\_\_\_\_

### **Fees:**

#### For Non-Profit and Government Organizations

- No fee will be assessed to use the rooms during library hours
- A reservation fee of \$25 / hour (Community Room) or \$15 / hour (F&M Meeting Room) will be assessed to use the rooms outside of library hours

#### For Businesses or Private Parties

- During library open hours: a reservation fee of \$25 / hour (Community Room) or \$15 / hour (F&M Bank Meeting Room) will be assessed
- Outside library open hours: a reservation fee of \$50 / hour (Community Room) or \$30 / hour (F&M Bank Meeting Room) will be assessed

Payment is due before the start of the event/meeting.

*Staff Use Only:* Fee assessed: \_\_\_\_\_ Paid: \_\_\_\_\_ (amount and date) Staff initials: \_\_\_\_\_

Will alcohol be served: Yes      No

*For staff use only:*

If yes, has the copy of the Special Even Liquor License been turned in prior to event? \_\_\_\_\_ Staff initials: \_\_\_\_\_

**Equipment needs:** (No furniture set-up provided. Limited equipment assistance provided. Equipment requests must be made in advance.) *Please check which equipment is needed.*

**Community Room Options:**

\_\_\_\_\_ Projector and Screen

\_\_\_\_\_ Assisted Listening device

\_\_\_\_\_ Audio system with ceiling speakers

\_\_\_\_\_ Mobile White Board

**F&M Room Options**

\_\_\_\_\_ Monitor with speaker

\_\_\_\_\_ Video conferencing system

\_\_\_\_\_ Microphone

\_\_\_\_\_ Mobile White Board

Person reserving room: (print) \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please check in with a library staff member when you arrive and when you leave.**

- ☐ I have read the meeting room use policy and our organization will adhere to the rules stated.
- ☐ If we consume food or drink, we will clean the tables at the end of the program.

\_\_\_\_\_  
Group Representative

*Mail to:* 264 W Main St, Galesburg, IL, 61401 or *Fax to:* 309-343-4877. *Questions:* 309-343-6118