



# 2019 Meeting Room Requests for January - December

*Due to In-House programs and popularity of room requests, room availability is not always guaranteed*

Group Name: \_\_\_\_\_

Troop #: \_\_\_\_\_ Pack #: \_\_\_\_\_ Den # or Name: \_\_\_\_\_

## Representative's Contact Information Representative Must Be Present at All Meetings

Reps Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone#: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

- We Reserve the Right to cancel or move meetings that conflict with In-House library programs
- Meeting Rooms are available on first come first served basis and depend on room availability
- All meetings must be free and open to the public. Meeting must be educational in matter.
- Meeting rooms may not be used for private social gatherings or parties.
- Fees will be charged for non Chatham Area Public Library District residents.
- All Children under the age of 14 must have adult supervision at all times.
- Any questions - refer to Community/Relations Policy 5-30 at [www.chathamlib.org](http://www.chathamlib.org)

## Meeting Room Dates & Time

All meetings must conclude 15 minutes before library closes

Representative needs to specify any special dates that require more space for their meeting.

Program Start Time: \_\_\_\_:00 \_\_\_\_:30 End Time : \_\_\_\_:00 \_\_\_\_:30

## Circle Requested Dates After Printing Off Form.

January

M	T	W	T	F	S
	X	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31		

February

M	T	W	T	F	S
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28		

March

M	T	W	T	F	S
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

April

M	T	W	T	F	S
1	2	3	4	5	6
8	9	10	11	X	13
15	16	17	18	19	<del>20</del>
22	23	24	25	26	27
29	30				

May

M	T	W	T	F	S
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
X	28	29	30	31	

June

M	T	W	T	F	S
					1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29

July

M	T	W	T	F	S
1	2	3	X	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	31			

August

M	T	W	T	F	S
			1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31

September

M	T	W	T	F	S
X	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30					

October

M	T	W	T	F	S
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31		

November

M	T	W	T	F	S
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	<del>27</del>	X	X	30

December

M	T	W	T	F	S
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	X	X	26	27	28
30	<del>31</del>				

## Meeting Room Information

Expected # Min - Max: \_\_\_\_\_ Refreshments: Y\_\_\_ N\_\_\_ Crafts: Y\_\_\_ N\_\_\_ Media Equipment :Y\_\_\_ N\_\_\_

- All supplies need to be provided by your group. Please no red liquids, glitter or paint for crafts.
- Please bring your own table covers for each table you use in the Activity Room or Galleries.
- Please be sure and clean up and let us know of any spills or stains.

### Assigned Rooms

(Staff will assign rooms based on availability & attendance expected)

Conference:\_\_\_ Gallery A:\_\_\_ Gallery D:\_\_\_ Galleries B&C:\_\_\_ Galleries ABCD\_\_\_ Activity Room \_\_\_

### Room Setup for Meetings

(These setups are mainly for Galleries B&C & Galleries ABCD)

Reg Setup:\_\_\_ Classroom: \_\_\_ Theatre:\_\_\_ Square/U-Shaped:\_\_\_ Banquet\_\_\_ Open Room:\_\_\_

### Special Instructions for Setup

---

---

---

---

- This request agreement is executed between the representative and Chatham Area Public Library District for space use at 600 E Spruce, Chatham IL 62629.
- This request agreement will be effective only for the dates, times and expected attendance specified on this agreement. Room availability will need to be checked for dates not originally scheduled on the room agreement.
- This request agreement is renewable by mutual agreement and may be cancelled by either party at any time.
- If there is an in-house library program that will conflict with your meeting, we will try to give you notice as soon as possible.
- *A 24 hour notice is required when your group will not be attending on your scheduled date.*
- *Any group that abuses the meeting room privileges or does not inform library of cancellation shall lose the right to use the meeting rooms for a period of 60 days.*
- You may obtain a hard copy of the Meeting Room Policy, Unattended Child/Dependent Adult in Library Policy or Fee Schedule at the time of registration or access them on our website.
- The applicant agrees to return the Library facilities to a clean and orderly condition at the end of the meeting. A \$50 cleaning fee may be assessed for cleaning or actual costs of repairs if it is deemed necessary by the Library Director. The Chatham Area Public Library District will not be responsible for damage or loss of material used or left in the building.

*By signing below and making a room request, you agree that you have read the Chatham Area Public Library District meeting room regulations and will comply with them.*

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature by Staff Member Approving Request

\_\_\_\_\_  
Date

Staff Initial and Date:\_\_\_\_\_