

PLAINFIELD PUBLIC LIBRARY

APPLICATION for MEETING ROOM USE

Part A - General Information

Group: _____ Fax: _____

Title & Nature of Program:

Contact Name (Print):

Daytime Phone: _____ Evening or Cell Phone: _____

City _____ Zip _____

Street

Circle One: (Indicate number of people expected to attend)

Room 1 (ALD) - seats 100 Setup: Chairs: Tables: [Draw any special setup on room plan.]

Room 2 - seats 8

Room 4 - seats 10

Room 5 - seats 18

The library reserves the right to assign rooms based on availability and appropriateness.

Day of Event: _____ Date: _____

Access Time: _____ Program Time: _____ End*: _____

[*All meetings must end no later than ½ hour before closing and vacated within 15 minutes or within 15 minutes of the ending time recorded on the Meeting Room Application]

PARKING: All flyers must specify that event attendees should park in the 9th Street lot.
Please cooperate in keeping the 8th Street lot available for regular library users.

Submitted by: Name: _____ Date: _____

Received by staff: Name _____ Date: _____

PLAINFIELD PUBLIC LIBRARY
APPLICATION for USE OF MEETING ROOMS
Part B1 - Fee Schedule

ROOM #1 Anne Louise Davis Room 49' x 32' / 1568 sf CAPACITY 100 seats with head table Receptions: 180 ???	RENTAL FEES Local non-profit: up to 4 hours - \$50 Local non-profit: over 4 hours - \$100 Local private: up to 4 hours - \$150 Local private: over 4 hours - \$250 Non-local: up to 4 hours - \$250 over 4 hours - \$500	MISCELLANEOUS FEES No fee for pre-arranged set-up Table mics OR Body mics: \$ 50 Table AND Body mics: \$100 Custodial fee for after library closing \$ 50/hr. Off-duty police security, 3-hour min. \$ 50/hr Use of piano \$ 50 On demand piano tuning \$100 <i>(Periodic tuning in April & October by the library)</i>
FEATURES 12'x12' projection screen Yamaha baby grand piano Lectern with mic – no charge Suitable for community meetings, lectures, concerts, exhibits and workshops	FOOD USE FEES Set-up in Lower Lobby: \$50 Set-up in Room 2: \$100 Set-up in ALD Room: \$250	CALCULATIONS: Rental: Food Use: Labor: Other: TOTAL:

ROOM #2 29' x 17' / 498 sf CAPACITY 50 seats with head table	RENTAL FEES Local non-profit: up to 4 hours - \$25 Local non-profit: over 4 hours - \$50 Local private: up to 4 hours - \$ 50 Local private: over 4 hours - \$100 Non-local: up to 4 hours - \$125 over 4 hours - \$250	FOOD USE FEES Breakfast buffet*: \$25 Lunch buffet*: \$50 FOOD USE Groups must make their own arrangements and pay for whatever food is brought in. Library Administration must be informed if a caterer has been hired and what time delivery is expected.
FEATURES Whiteboard Lectern with mic – no charge Suitable for community meetings, lectures, focus groups, exhibits and workshops		CALCULATIONS: Rental: Food Use: Other: TOTAL:

ROOM #5 15' 8" x 25' / 387sf CAPACITY 12 seats classroom style 16 seats conference style 25 seats general meeting	RENTAL FEES Local non-profit: up to 4 hours - \$25 Local non-profit: over 4 hours - \$50 Local private: up to 4 hours - \$ 50 Local private: over 4 hours - \$100 Non-local: up to 4 hours - \$125 over 4 hours - \$250	FOOD USE FEES Breakfast buffet*: \$25 Lunch buffet*: \$50 FOOD USE Groups must make their own arrangements and pay for whatever food is brought in. Library Administration must be informed if a caterer has been hired and what time delivery is expected.
FEATURES Whiteboard Lectern with mic available at no charge but not needed Suitable for homeowner meetings, committee meetings, focus groups, and workshops		CALCULATIONS: Rental: Food Use: Other: TOTAL:

ROOM #4 16' x 18' / 310 sf CAPACITY 10 seats conference style	ROOM #8 16.5' x 28' / 462 sf CAPACITY 10 seats conference style	FEATURES These rooms are available only to local groups and only after 5:00 p.m. <i>Food and beverages are not allowed in these rooms.</i> Suitable for committee meetings	AUDIO None needed
RENTAL FEES Local non-profit or private: \$25 – only after 5:00 p.m.			TOTAL: \$25

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Part B1 - Fee Schedule

Telephone: 908 / 757-1111 ext. 129

www.plfdpl.info

FAX: 908 / 754-0063

EQUIPMENT USE:				
DVD/Monitor combo on cart			\$25	
Overhead projector on cart			\$25	
Portable digital projector			\$50	
Table microphones or body mics			\$50	
ALD Room digital projector	Set up & testing. (Media must be brought to the library for testing one week in advance.)	Required	\$25	
	Projectionist	X	\$25/hr	
TOTAL FEES:				
NOTES:				
<ul style="list-style-type: none"> o Room Rental Fee is nonrefundable if cancellation is within 48 hours of start time. o A meeting permit must be secured in advance from the City of Plainfield for gatherings of more than 60 people. o The Library is not responsible for promoting events by outside organizations. o All fliers must state that attendees must park in the 9th Street parking lot. Please cooperate in keeping the 8th Street lot available for regular library users. o Make checks payable to Plainfield Public Library. o All fees must be received no later than one week before date of event. 				

1. The **Anne Louise Davis Room** (ALD) seats approximately 100 and may be engaged for educational, civic, and cultural purposes, but not for sectarian, religious, or partisan political meetings. The room is designed to meet general interests, such as lectures, discussion groups, panels, concerts, readings, and similar activities. The library also has smaller conference rooms that seat 10 to 18.

2. All rooms must be booked in advance by submitting a **Meeting Room Application**. Applicants must be adults and must be a member of the group making application. A responsible adult must be present at all times.

3. All flyers must specify that event attendees must park in the 9th Street lot. Please cooperate in keeping the 8th Street lot available for regular library users.

4. The rooms are not available for public use when the Library is closed. The library maintains a referral list of local meeting sites for those who find the room unavailable or unsuitable.

5. Approval for regular use of the room will be granted for once-a-week use for a maximum of one month, or once-a-month use for a maximum of six-month intervals.

6. Groups engaging the meeting rooms will be charged a fee sufficient to defray the costs of utilities, protection, cleaning, etc. Fees and rates (listed on the Meeting Room Application) shall be set by the Director and may be waived at the discretion of the Director. Payment must be received one week before the event.

7. The ALD Room will be set up with one head table and 40 chairs. Groups making changes to this layout must put the room back in order at the end of their meeting. Groups needing additional furniture must indicate this when making application; chairs and tables will be provided. Each group will be responsible for doing their own setup. The Library reserves the right to divide the ALD Room when necessary, but will make every effort not to inconvenience any group.

8. Groups using additional custodial assistance for setup or during a meeting will be charged for time.

9. Equipment needs must be noted on the Meeting Room Application and all fees paid in advance.

10. All meetings must end no later than ½ hour before closing. Meeting rooms must be vacated within 15 minutes after the ending time recorded on the Meeting Room Application, in order to clean and

reset the room or for the Library to close. Failure of attendees to vacate the room in a timely manner may result in an assessment for custodial overtime and may jeopardize future room-use approval.

11. No admission may be charged under any guise. Fundraising is not permitted on Library premises, although books related to author talks and book signings may be sold.

12. Barring inclement weather or other natural disasters, cancellation by the booking group must be made no later than 24 hours prior to the scheduled event. Should the Library close due to a weather or facility emergency, every effort will be made to notify the booking group, and fees already paid shall be reimbursed. The Library shall bear no responsibility for costs incurred by the booking group.

13. Food may not be served in carpeted areas. Cleanup fees reflect wear-and-tear and the cost of cleaning and maintenance. The Library does not provide food service equipment. A list of area caterers familiar with this facility is available but does not represent any endorsement of individual caterers. Food carried into the ALD room from the lobby will result in a full \$450 assessment.

14. Applicants are responsible for any damage to Library property. The Library shall be the sole judge of the cost pertaining to damage or theft.

15. Misrepresentation by any applicant concerning the sponsors, content, purpose and/or audience of any scheduled event will be cause for barring future use of the space by that applicant and group.

"I understand and shall abide by the above rules and agree to the charges detailed on the Meeting Room Application."

Signed by: _____

Print Name and Organization: _____

_____ 7-01-06 jdr