Application for Use of Meeting Room
for Public Use Only

Today’s Date _______________________

Name of Organization ______________________________________________________________

Contact Person _____________________________________________________________________

Address: ________________________________________________________________________

Phone: ____________ Fax: ____________  Email:_______________________________________

Date Room is needed: _____________________________________________________________

Time: __________ AM/PM To: __________ AM/PM  Meeting starts at __________ AM/PM

__ J. Elizabeth Madden Auditorium $100 minimum of 4 hours, $200 for 8 hours.
** Complete set-up form on reverse side.

__ Children’s Auditorium $60 minimum of 4 hours, $120 for 8 hours.** Complete set-up form on
reverse side.

__ A.E. Staley Jr. Mfg. Company Conference Room $60 minimum of 4 hours, $120 for 8 hours.
Tables cannot be moved.

__ Library Board Room  $40 minimum of 4 hours, $80 for 8 hours. Tables cannot be moved.
(Available Open to 4:30 pm. Monday through Friday only)

Seating Capacities: J. Elizabeth Madden Auditorium seats up to 307 theatre style, 143 with
tables and chairs. - Children’s Auditorium seats up to 121 theatre style. - A.E. Staley Manufacturing Conference Room seats up to 25 in a rectangle, maximum capacity is 45. Tables cannot be moved. - Library Board Room seats up to 15, maximum capacity is 38. - Computer Lab seats up to 10 plus instructor.

Purpose of meeting ____________________________________________________________

Expected attendance: _________

Equipment needed: _Podium  _Microphone  _Wireless Microphone  _Portable Speaker and Wired Microphone (Children’s
Auditorium and Staley Room)  _Internet Access (wireless)  _Laptop  _Projector  _70” AQUOS BOARD interactive display

Do you plan to serve food at the meeting?    □Yes    □No

If food or beverages are served, the organization using the room is responsible for cleanup. A $25 cleaning fee will be charged if the room is not left clean. Alcoholic beverages and smoking are prohibited in the Library.

The Library reserves the right to adjust accommodations as needed. In the event of a library building emergency or a weather-related emergency, meetings may be canceled.

Use of the Library’s meeting rooms does not constitute Library endorsement of viewpoints expressed by participants in the programs. Advertisements or announcements implying such endorsement are not permitted.

Organizations using the Library’s meeting rooms must comply with all applicable state and federal laws, such as hiring an interpreter or providing auxiliary aids required by the Americans with Disabilities Act when requested by the public.

LIBRARY STAFF WILL NOT TAKE OR DELIVER MESSAGES FOR MEETING PARTICIPANTS.

I have read and understand the Policy Use Statement. I also declare that I/the organization will be responsible to the Decatur Public Library for any damage to Library property incurred during or in connection with this meeting.

Signature_____________________________________________ Date_________________________

RETURN THIS FORM TO DECATUR PUBLIC LIBRARY ADMINISTRATION
130 N. Franklin Street, Decatur, IL  62523 To check meeting room availability, call (217) 421-9712

Amount Due____________________ Amount Paid________________ Approved by____________________

Entered in Calendar Date Entered__________________ Sent to Maintenance Date Sent__________________

Invoice Sent Date__________________ Entered in Book  □Yes
J. Elizabeth Madden Auditorium
or Children's Auditorium

Meeting Room Set-Up

How do you want the room arranged:  (Check One)

- A. Theater Style (chairs only)
- B. Classroom style (tables and chairs)
- C. Other (please describe/sketch below)

**This portion of the form MUST be completed and returned with the Application for Use of the Meeting Room.**