Wilmette Public Library
Room Rental Agreement

The Wilmette Public Library meeting rooms are a service provided to the Wilmette and Kenilworth communities. To ensure the enjoyment of these facilities by the whole community, everyone using the spaces must abide by the following policies and regulations.

Policies
The Library meeting rooms are available for rent by the Wilmette or Kenilworth communities. The coordinating member of the group must be a Wilmette or Kenilworth resident.

The Small Meeting Room is available for rent during all hours the Library is open, 7 days a week. The Auditorium is available for rent during all hours the Library is open, Monday-Saturday. The Auditorium is not available for rent on Sunday.

Non-profit groups may reserve the room 3 months before the requested date. For-profit groups may rent the room 2 months before the requested date.

All rentals are scheduled at the discretion of the Head of Community Services and/or Library Director.

Rental of a Library meeting space in no way equals or implies endorsement of the group or the program by the Library. Groups renting a meeting space may not use the Library’s name, logo, or image in promotion of their event except as the designation of the place of meeting.

The Library will not promote any event held in a rented space, including promotion in the library newsletter, online calendar, or internal signage. Renting groups may post one sign the day of the event.

The Library meeting rooms may not be used for any purely social events such as birthday parties, showers, etc.

No products may be sold at events held at the Library. It is permissible to charge a fee for an event when the renter is a non-profit organization; or the renter is a for-profit organization and the fee charged is solely to cover the presenter’s fee or program materials and supplies needed for the program.

How to Apply for a Library Meeting Room
Please call the Community Services Department at 847.256.6912 or email community@wilmettelibrary.info to reserve a date and time. Once a date has been reserved, please return this agreement and payment to the library, via US Mail or delivery in person, within 7 days to guarantee your reservation. Any date that has not been confirmed within 7 days will be released.

Wilmette Library Meeting Spaces
Auditorium: 90 maximum capacity
- Stage, ceiling-mounted projector, integrated DVD system
- Grand Piano
- Kitchen access
- Hearing Loop system available at no extra charge
Small Meeting Room: 20 maximum capacity
- Conference table
- Projector may be used to screen onto the wall
Room Rental Fees:

Small Meeting Room:
Fees to rent the room are as follows:
- Room rental for up to 3 hours: $10
- Refreshment fee: $25
- Technology fee: $25

The Small Meeting Room seats 12 at the conference table and can accommodate up to 20 including chairs around the room perimeter. The table may not be removed from the room.

Auditorium:
Rental Fees:
- Room Rental for up to 3 hours: $30
- Piano Rental: $45
- Refreshments Fee: $25
- Technology Setup: $25
- Non-standard tables and chairs: $25

Deposits:
- Piano: $50
- Refreshments: $50

Auditorium Setup options:
- Standard Chairs in Rows (up to 90)
- Classroom (extra $25)
- Boardroom (extra $25)
- U-Shape (extra $25)

Additional Rental Regulations
- All rented rooms must be vacated by the end of the rental period.
- Light refreshments may be served if included in rental agreement. The Auditorium has access to a small kitchen, with a refrigerator, sink, and coffee urns. The library does not provide any food or serving items such as coffee, cups, plates, napkins, or serving dishes. These items must be brought in. The Small Meeting Room does not have access to the kitchen, but renters are permitted to bring in food after paying the refreshments fee.
- Artwork hanging in either room may not be moved or touched.
- Unless specifically reserved in the rental, the piano may not be played, touched, or moved.
- Please feel free to schedule a time to view the rental spaces and technology before reservation date, as staff may not be available during rental time to answer questions.
- Reservations canceled at least 72 hours before reservation will be granted a full refund.
Wilmette Public Library Meeting Room Agreement

Group Name: ___________________________          For-Profit: _____    Non-Profit: _____

Contact Name: ___________________________ Library Card #: ______________________

Email Address: ___________________________ Phone: ___________________________

Date of Rental: ___________    Time:    From: ___________    To: ___________

Room Reserved: Auditorium:   Small Meeting Room:   Estimated Attendance: ______

Purpose of Event: ________________________________________________________________

Room Rental Fees:

Please make checks out to Wilmette Public Library

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Fee Information</th>
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<tbody>
<tr>
<td>Small Meeting Room</td>
<td>Room rental for up to 3 hours $10</td>
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<tr>
<td></td>
<td>Refreshment fee $25</td>
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<td>Technology fee $25</td>
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<td>Total: ______</td>
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<td>Total: ______</td>
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<tr>
<td>Auditorium Deposits</td>
<td>Piano Deposit $50</td>
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<td></td>
<td>Kitchen Deposit $50</td>
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<td>Total: ______</td>
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Auditorium Room Setup:

Standard _____    Board Room ($25)_______    U-shape ($25)_______    Classroom ($25)_______

Expected Attendance: ______

Is there any other pertinent information about your rental? ________________________________

Renter’s Representations

1. I have read and understood the terms of this Room Rental Agreement.
2. I am an officer or official representative of the group/organization renting the room and have authority to sign this Room Rental Agreement on behalf of the group/organization.
3. On behalf of the group/organization:
   a) I agree to abide by all rules and regulations of this Room Rental Agreement;
   b) I represent that use of the room shall be limited to the purpose stated in this Room Rental Agreement;
   c) I agreed to indemnify the Library and hold the Library harmless from any and all costs, expenses and/or damages resulting from or relating to use of the room.

Signature: ___________________________    Date: ___________

Library Use Only:    Fee Paid? _____    Check #? _____    Cash? _____    Date: ______    Initial: ______