

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 any in the Wilmette or Kenilworth communities. The coordinating member of the group must have a Wilmette library card, or be a Kenilworth resident with a Wilmette or Winnetka library card.

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 allowed at the discretion of the Communications & Events manager and library director.

Rental of a library meeting space does not imply endorsement from the library. Groups renting a meeting space may not use the library's name, logo, or image in promotion of their event.

Rental of a library meeting space in no way equals or implies endorsement of the program by the library.

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 Communications & Events department at 847.256.6912 or email rentals@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:	15 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:	\$10
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:

Chairs in Rows (up to 90)

Classroom

Boardroom

U-Shape

**** For any other room setup, there will be an additional \$25 fee. Please contact Marti Bellefontaine at 847-256-6912 to discuss this option. ****

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.
- Changes to a reservation made within 72 hours of reservation will be subject to an extra fee.

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

Small Meeting Room:
Room rental for up to 3 hours \$10 _____
Refreshment fee \$10 _____
Technology fee \$25 _____
Total: _____

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

Auditorium Deposits (To be Paid by a Separate Check):
Piano Deposit \$50 _____
Kitchen Deposit \$50 _____
Total: _____

Auditorium Room Setup:
Chairs in Rows _____ Board Room _____ U-shape _____ Classroom _____

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: _____