

Pekin Public Library Room Use Application

Date of Application: _____

Name of Organization: _____

Date(s) of your meeting(s): _____

Time the room is needed: _____ until _____ Time meeting begins: _____

Rooms are available only during the hours the library is open. There is no access prior to the requested time and the room must be vacated fifteen minutes before the library closes.

The act of filling out this application does not guarantee the room for your organization.

Contact Information

Name: _____

Address: _____

City: _____ Zip Code: _____

Work phone# _____ Home Phone # _____ Fax# _____

Purpose of your meeting: _____

Speaker: _____

Do you give the library permission to release your name and phone number to individuals who are interested in information about your organization? YES NO (please circle one)

Meeting Information

Estimated attendance: _____

Space Needed: (Please note the seating capacities for each room)

_____ Pekin Community Room (seats 200 auditorium style)

Set up requests: _____

_____ Marigold Room (seats 10 around table – maximum capacity 15)

_____ Conference Room (seats 10 around table – maximum capacity 12)

_____ Rose Room (seats 6 around table – maximum capacity 8)

Costs are based on the following fee schedule:

Not-for-Profits, Service Organizations, Government Agencies and Schools Use:

_____ Marigold, Rose or Conference Room: no charge

_____ Community Room: \$20 set up and tear down fee

Commercial Use:

_____ Marigold, Rose or Conference Room: \$10 per hour

_____ Community Room: \$20 per hour

I have read the meeting room policy and our organization will adhere to all rules as stated.

Applicant's signature _____