

North Suburban Library System
200 W. Dundee Road
Wheeling, Illinois 60090
847/459-1300

General Information, Policies and Guidelines for Room Rental and Use

Thank you for considering the North Suburban Library System (NSLS) as a site for your program or meeting. This document is provided for your information and guidance. If you decide to use our facilities, please make sure that members of your group are aware of the guidelines and policies. Please contact us with any questions. The fee charged for room rental will be based on the nature of the organization requesting room usage.

Priorities for use of the NSLS Rooms and Equipment

1. NSLS sponsored meetings, programs or continuing education opportunities.
2. Library systems or Illinois State Library sponsored meetings or programs.

Description of Rooms and Equipment Available for Rental and Use

Auditorium:	Dimensions: 50' x 50' (Octagonal) Attendance capacity: 150 Theater style 50 Classroom style 50 Boardroom style
Conference Room:	Dimensions: 18' x 34' Attendance capacity: 12 At Board Room Table 20 Extra Chairs
Learning Center	Dimensions: 28' x 34' Attendance capacity: 36 Classroom Style, 50 Theatre style, 36 square 28 Laptops

Equipment available

Chairs
Tables
Flip Charts & Markers
Projector
Screen
TV/VCR

Services available

Coffee and water
Vending Machines
Restrooms
Technical staffing assistance
After hours, staffing and technical assistance
Lunch provided with programs at additional cost

Internet Connection
Podium and Microphone
Satellite downlink
V-tel two-way voice, video communications

equipment
V-tels outside of CMS network - cost of
phone call

Reservations and Application Procedures

Rooms are tentatively booked at the time of a phone call, but no room is confirmed until the Room Use Application and Policy Agreement have been signed and returned with a down payment of 50% of the total charges to NSLS. Phone reservations will be held for 7 days. Reservations will not be accepted more than 90 days in advance.

When requesting use of the facility, the organization must designate a Representative who will be responsible to NSLS for all the activities which occur during the group's use of the facility. The Room Use Application must be completed and signed by the Representative of the requesting organization, and the down payment must be received before approval for use will be given. The Representative must also sign an agreement expressing their intent to comply with all NSLS policies, rules, regulations, and conditions regarding responsible use of the room.

Request for equipment and additional services needs to be made at the time the facility is reserved.

A group or organization renting the facility may be asked to provide a certificate of liability insurance in the amount of \$250,000 before using the facility. In addition:

- a. Include an endorsement to its policy that names NSLS as an additional named insured.
- b. Be primary to any insurance carried by NSLS and non-contributory.
- c. The organization's insurance company will give NSLS at least 30 days prior written notice if the insurance policy in question is to be canceled, amended or non-renewed.

An advance notice of at least 30 days must be given to NSLS if a scheduled meeting is canceled. A processing fee of \$50 will be charged if the cancellation is made after receiving a signed Room Use Application and Policy Agreement. If a cancellation is received between 8 and 30 days before the scheduled meeting or programs, 50% of the down payment will be forfeited. If you fail to notify NSLS of a cancellation at least 7 days prior to the event, all fees and deposits will be forfeited.

Policies for Use of Facility

Each organization assumes full responsibility for any losses or damages that may occur to the facility or equipment. If there is any damage or other cost incurred, the designated Representative will be financially responsible to NSLS, and NSLS will have no responsibility to try to collect

from other members of the group who may have attended the function in question. Abuse of the facilities will be sufficient cause to deny future use of the facility.

Full payment for the use of the facility must be received by NSLS before the start of the meeting or program.

NSLS staff will initiate and terminate all videoconference connections. Videoconferencing equipment will be connected to the bridge thirty (30) minutes prior to the scheduled meeting time.

Those renting Mobile Classroom must not install software onto the computers. Only those software packages that are currently installed on the computers may be used. If interested, please request a list of current software in use in the Mobile Classroom.

NSLS will provide copying facilities for outside groups at NSLS prevailing copy costs.

Granting the use of its facility does not imply approval by NSLS of the group, the meeting, or the ideas presented at the meeting. No announcement or promotional materials may state or imply NSLS endorsement or sponsorship of the event of the organization. Such promotions must clearly state the sponsoring group's name and refer to NSLS only as the location of the meeting. A copy of any publicity materials must be sent to NSLS prior to an event.

NSLS assumes no responsibility for hats, coats, or other personal belongings of persons attending events.

Any food or beverages to be consumed are the responsibility of the group. If caterers are used, all supplies and equipment brought in by the caterers must be removed within 24 hours.

No alcoholic beverages are permitted.

The NSLS building is a smoke free building. Thus, smoking in the NSLS facility is prohibited.

NSLS is unable to store equipment or materials for groups using the facility.

Attendance must not exceed the capacity limit established for each room.

While you are using the facility, NSLS will likely have other activities and meetings taking place. Therefore you must restrict your group's activities to the space you are renting.

NSLS staff will not accept telephone calls or relay messages to people attending meetings except in emergencies.

NSLS reserves the right to change or cancel reservations in emergency situations, but NSLS will try to honor every reservation.

Final authority for use of the facility rests with the NSLS Executive Director or designee. Situations not covered under this policy will be resolved by the NSLS Executive Director or designee. NSLS reserves the right to suspend usage by any group that does not abide by the stated policies and guidelines.

Fee Schedule

Fee Schedule is being revised. Please call Jan Hayes at (847) 459-1300, ext. 7130 for information.