

NORTH SUBURBAN LIBRARY SYSTEM

Reservation Form for Use of Room(s) and Facilities

(Please type or print. Complete separate form for each date requested.)

_____ (Name of Organization) is applying for the use of the North Suburban Library System ("NSLS") room(s) and facilities specified below. We agree to the terms of and agree to comply with the *NSLS General Information, Policies, and Guidelines for Room Rental and Use*. Further, we guarantee that all others in the room(s) during our use will abide by the policies, rules and regulation of NSLS.

Our organization further agrees, in accordance with the terms of the *NSLS Room Use Policy Agreement For Use Of Room(s) and Facilities*, to fully indemnify, release, discharge, defend and hold harmless the North Suburban Library System, as well as its respective trustees, directors, officials, officers, employees, servants and agents, from any and all claims, demands, causes of action and any and all other expense, including attorney's fees, should any be incurred, arising from or growing out of our use of the NSLS room(s) and facilities. It is understood that any special use requirements necessary to comply with the law, whether the Americans With Disabilities Act or any other law, will be our organization's sole responsibility. Our organization's indemnification of NSLS includes, without limitation, any instance in which use of the NSLS room(s) and facilities have been misrepresented and/or found to be in non-compliance with any federal, state or local law, ordinance, order or in regard to any other liability.

Requested Date: _____ Requested Times (include set-up and clean-up): _____

Anticipated number of participants: _____

Room(s):

- Auditorium
 - Theater Style
 - Classroom Style
 - Board Room Style

- Conference Room
 - Board Room Table
 - Extra Chairs _____

- Learning Center
 - Classroom Style
 - Theatre Style
 - Square

Special instructions for room arrangement:

Equipment: (Please check each item needed)

- Presentation computer with LCD projector
- VTEL two-way voice, video communication equipment
- Satellite downlink
- Overhead projector
- VCR and projector
- Lectern with Microphone
- Flip Chart(s)_____
- Projection Screen
- Mobile Classroom (Laptops)

PLEASE PRINT OR TYPE

The person completing this form warrants that he or she has the authority to sign as an agent of the organization named below:

Name _____

Title _____

Organization _____

Address _____

Street City State

Phone _____ FAX _____

E-Mail Address _____

Purpose and Function of Organization: _____

SIGNATURE _____

Please return this form to:

Ruth Downey
North Suburban Library System
200 W. Dundee Road
Wheeling, IL 60090-2799
Fax: 847-459-0380

Questions should be directed to:

Jan Hayes at the NSLS Administrative Office: 847- 459-1300, Extension 7130
Fax: 847-459-0380

*****FOR SYSTEM USE ONLY*****

Date Application Received _____ By _____ Conflict _____ No Conflict _____

Application Approved: Yes _____ No _____

Remarks _____

Signature _____ Date _____

Rental Agreement mailed on: _____ . Agreement and Payment received on: _____
(date) (date)