



Riverside Public Library
 1 Burling Road
 Riverside, IL 60546
 708/442-6366 FAX 708/442-9462

APPLICATION FOR USE OF LIBRARY ROOMS FOR AFTER HOURS SPECIAL EVENTS

After hours Special Private Events may be held at the Library. Each request by an individual or non-profit group must be approved by the Library Board of Trustees. Approval and fees will be set based on the hours needed, the availability of staff and space, and the nature and size of the event. Fees must be paid at the time of booking the room.

Date of Request: _____

Resident Card Holder (Print): _____

Address: _____ **Email:** _____

Home/Cell Phone #: _____ **Work Phone #:** _____

RIVERSIDE PUBLIC LIBRARY Card #: _____

Name of Organization: _____

Contact Person (if different from above): _____

Event: _____

Date(s) of Use: _____

Time Event Begins: _____ **Ends:** _____ **Expected Attendance:** _____

The **Great Room and/or Atrium** are for presentations and mingling. Standing room or chair set up for auditorium style meeting, for groups up to 150. (The library has approximately 100 chairs. Additional chairs may be needed and provided by applicant, at their cost.)

The **Public Meeting Room** (34 x 17 feet) seats a maximum of 50 [auditorium style] or a maximum of 35 [around tables].

The **Quiet Reading Room** (24 x 12 feet) is available for small groups up to 38.

There is a **\$300 Use Fee** and **\$100/per hour, 2 hour minimum charge (\$200)** for all rooms. Use Fee must be paid at the time of booking the room. This includes two dedicated staff members to your event.

Please indicate if refreshments/food will be served. ____ yes ____ no

The Riverside Public Library complies with ADA regulations. Accommodations for a disability for any presentation at the library should be made by all groups using these facilities.

Applicants are required to furnish a Certificate of Insurance showing \$1,000,000.00 general liability coverage. The Riverside Public Library should be named as additional insured on the certificate. If alcohol is to be served, a Village of Riverside liquor permit and liquor liability (DRAM) insurance will also be required before the event takes place.

WAIVER:

I/we the Undersigned hereby waive and release any claims, causes of action, damages or demands I may have against the Riverside Public Library, its Board of Trustees, and employees thereof arising out of or in connection with my use of the aforesaid room. I further agree to defend and hold harmless the Riverside Public Library, its Board of Trustees, and employees thereof from any claims, causes of action, damages or demands which may be made on account of the aforesaid function. I further agree to assume all responsibility for the conduct and safety of my guests and assume all financial responsibility to make payment to the Riverside Public Library for any damages done to the Riverside Public Library by myself or my guests while in attendance at this function.

I have read and understand the attached Procedures for Use of Riverside Public Library and Its Meeting Rooms, and the Waiver, and will personally guarantee and be responsible for compliance with them.

Signature: _____ Date: _____

STAFF USE ONLY

Approved by Library Board of Trustees: _____ Date: _____

Fee Paid: \$ _____ Room/s Assigned: _____

Liability Insurance Document Received: _____ Liquor Permit Received: _____

Staff Scheduled: _____

E-Calendar Completed: _____ Maintenance Crew Alerted: _____

Signage: _____ Equipment Needed: _____

Philanthropic Group Classification? _____

Please be sure to review the *Procedures for Use of the Riverside Public Library Meeting Rooms*.