

The Urbana Free Library
Contract for Use of the Library Auditorium and Conference Room

Date of Request _____

Name of group: _____

Circle room you are requesting:

Lewis Auditorium
(up to 130 people)

Satterthwaite Conference Room
(up to 18 people)

Contact Person: _____

Telephone number _____

Contact name and number will be made available to the public on the library's e-calendar so people can contact you if they have questions about your event.

E-mail (required): _____

Date(s) requested: _____
(dates or "1st Monday, for example)

Time of actual meeting from _____ to _____

Circle additional time needed for set up:

0 Minutes

15 minutes

30 minutes

Circle additional time need for take down:

0 Minutes

15 minutes

30 minutes

Groups need to be out of the meeting rooms at least 15 minutes before the library closes.

Estimated number of attendees: _____

In placing this reservation for the use of The Urbana Free Library Auditorium, our group acknowledges that we have read and agreed to all the Library's policies and guidelines on the reverse side.

Meeting Room Guidelines

- Use of the Lewis Auditorium and Satterthwaite Conference Room is restricted to public events held by non-profit groups. All events held in the auditorium and conference room by community groups must be open freely to the general public.
- Private parties (i.e. baby showers, birthday parties or bridal showers) can not be held at the Library. (Ask Library staff for a list of alternate places.)
- All advertising and promotion for this event must feature the name of your organization more prominently than the name of the Library and include the phrase: “This program is not sponsored by The Urbana Free Library.” If this guideline is not followed, the Library will cancel the reservation.
- The groups will be responsible for setting up furniture for their meeting, putting it away when they are through, and cleaning up anything they spill.
- Because of the high demand for the meeting rooms, not showing up for two consecutive meeting times constitutes the breaking of this contract and all further meeting dates will be cancelled.
- Groups will not be let into the building before the Library opens, and groups need to be out of the room 15 minutes before the Library closes.
- Both the Lewis Auditorium and Satterthwaite Conference Room have overhead projectors mounted in the ceilings. Groups may borrow connection cables at the Children’s Questions Desk.
- The meeting room will be unlocked for groups by staff at the Children's Question Desk. The Library does not provide staff to assist groups using the meeting rooms.
- The Library reserves the right to cancel reservations if needed for Library or City purposes.

Signed: _____ Date: _____

-----Office use only -----

Received by the Library on _____ by _____
(date) (library staff member)

Scheduled on Calendar by initials _____