

Skokie Public Library

Application for Use of Petty Auditorium

Skokie Public Library is not a full-service conference center. We cannot provide audiovisual support or complex furniture arrangements.

Application must be submitted at least 10 days and no more than 90 days before your desired date. Requests often exceed availability, so do not consider the room booked until you have received written confirmation.

Date of event: _____ What time would you like to arrive to prepare for the event? _____

Event start time: _____ Event end time: _____ Estimated attendance: _____ (200 max.)

Organization name: _____

Nature/purpose of event: _____

Place a check mark or "X" below in front of the equipment you are requesting. **The Library cannot provide a sound technician, access to the projection/sound booth, or any equipment not listed here.**

- Projection screen (Library does NOT provide a computer or projector)
- Podium with microphone
- Microphone(s) on stands circle: 1, 2, or 3)
- Table(s) on stage (how many? _____)
- Chair(s) on stage (how many? _____)
- Table(s) in front of stage (circle: 1 or 2)

You must arrange any tables or chairs requested on or in front of the stage. Audience seating may not be rearranged.

No food or drink (except water) may be served in or brought into the Petty Auditorium. If you wish to include a reception as part of your event, make a separate request for use of the Mary Radmacher Meeting Room.

By signing below, I agree that I have read the Meeting Room Rules and Procedures, and I agree to abide by them and to be responsible for damages to Library equipment or facilities during scheduled use of the meeting room. I agree to indemnify and hold harmless the Skokie Public Library and/or its trustees and staff from and against any and all claims, demands, or actions that may be made or instituted against any of them arising out of the occupancy or use of the premises.

Print name of contact person: _____ Date: _____
(Inquiries from the Library or the public will be directed only to one contact person.)

Signature: _____ Title: _____

Address: _____ City: _____ Zip: _____

Phone (daytime): _____ Fax: _____

Email: _____

How would you like to be notified of the status of your room request (check one):

Email Fax Mail

Submit form in person in Administration (9-5 weekdays), by fax (847-673-7797), or by mail to Skokie Public Library, 5215 Oakton St., Skokie, IL 60077.