



110 West Maple Street • Lombard, IL 60148

phone (630) 627-0316 • fax (630) 627-6741 • helenplum.org

APPLICATION FOR USE OF THE COLONEL PLUM AUDITORIUM

Revised, April 12, 2016

Reservations may be made online or by phone but must be followed up with this completed application filed with Norma Moore, Administrative Services Coordinator at least two weeks prior to the meeting date. Reservations are booked in order of their application date.

Helen M. Plum Memorial Public Library District Card # 2-1502 - _____

Name of individual making request _____

Address _____

Phone number _____ E-mail address _____

Name of organization _____

Title in organization _____

General description and purpose of meeting(s) _____

Date(s) of meeting(s) 1. _____ 2. _____ 3. _____

Time of meeting(s): Start _____ : _____ Please add a minimum of 15 minutes to your meeting start time to allow for furnishings or AV equipment set-up by Helen Plum staff.

End _____ : _____ All meetings must end by 15 minutes before Library closing time.

Number expected to attend _____

Optional Items - The following items are available upon request:

Chairs _____ (indicate # of chairs needed)

Tables _____ (indicate # tables needed)

_____ Lectern

_____ Portable cart with extension cord

If there is a specific way you would like furnishings arranged please contact Norma Moore (630)627-0316 ext.250.

Audio Visual Equipment - The following AV equipment is available upon request and will be set up for you by Helen Plum staff. Requests for AV equipment must be made at the time of application by indicating below.

_____ Pull down movie screen

_____ CD/DVD Player (that also can play most Blu-rays) for use with ceiling-mounted projector

_____ Ceiling-mounted projector that works in conjunction with your own laptop, MacBook or device and requires VGA output. Please check your equipment to verify it has the VGA type of connection or bring an adapter to connect to a VGA cable.



Food/Beverages - Only light refreshments, such as finger foods, cookies and coffee are permissible.

Will food be allowed at your meeting? Yes No

A \$50 food deposit is required at time of application and will be refunded only if room is left in clean condition.

For office use Food deposit check # _____ Received _____ Returned _____

Fees - No admission fee may be charged, no request for donations may be made.

Goods or services may only be offered for sale by an organization using the Auditorium at the discretion of the Library Director.

Acknowledgements – I have read the Helen M. Plum Memorial Public Library District policy on the use of the Colonel Plum Auditorium adopted April 12, 2016 and agree to comply with all regulations.

(to review the policy, please visit helenplum.org and click on ABOUT US)

Signed _____ Date _____

Please read and initial the following statements.

I understand that:

because the Library is a public building it is subject to the Americans with Disabilities Act and that it is my responsibility to comply with any special accommodation requests of disabled persons under this Act.

_____ (initial)

the public liability insurance coverage of the Library does not cover the negligence of the organization using the Auditorium or any of its members or guests, nor does it protect the organization if suit is brought against it. The organization will indemnify and hold harmless the Trustees of the Helen M. Plum Memorial Public Library District from any loss or liability by virtue of its use of the Auditorium to the full extent permitted by law.

_____ (initial)

the Library is not responsible for equipment, supplies, materials, or any personal possessions owned by those sponsoring or attending the meeting described above. I agree to indemnify and save harmless the Trustees of the Helen M. Plum Memorial Public Library District for any and all accidents which may be sustained on the premises. I agree to reimburse the Helen M. Plum Memorial Public Library District for any and all willful and/or accidental damages that occur to the Library building, grounds, furniture, furnishings or equipment resulting from this use of the Colonel Plum Auditorium.

_____ (initial)

the Library may require me to provide a certificate of insurance naming the Library as an additional insured and that failure to provide that certificate of insurance will result in the denial of this application to use the Colonel Plum Auditorium

_____ (initial)

any and all publicity concerning our use of the Colonel Plum Auditorium will include the following phrase:

"This event is not sponsored by or endorsed by the Helen Plum Library."

_____ (initial)

Room use procedure:

The applicant must check in at the Circulation Desk upon arrival and the last person from your organization leaving must check out at the Circulation Desk.

Please remind those participating that excessive noise upon arrival and departure is disruptive to the library setting.

Helen Plum staff are responsible for the operation of library audio visual equipment. If AV equipment is to be used by your organization Library staff must be notified (to turn on/off equipment) upon arrival and departure.