

- Confirmed
- Confirmed w/ changes
- Denied

# Elmhurst Public Library COMPUTER LAB USE AGREEMENT

STAFF USE:  
Date rec'd \_\_\_\_\_  
Fees paid \_\_\_\_\_

(15 computer stations will hold a maximum of 30 people plus a teacher station)

## TO REQUEST COMPUTER LAB COMPLETE AND RETURN THIS FORM.

Subject to capacity and the availability of staff to assist, a single group or individual may reserve the computer lab no more than twice a year for training. Reservations may be made up to 60 days in advance, but no less than one week in advance. See the regulations for details.

Name of organization/group: \_\_\_\_\_

- Type of group:
- Library-related group (**\$50 1<sup>st</sup> hour, \$25 per hour thereafter**)
  - Elmhurst governmental organization (**\$50 1<sup>st</sup> hour, \$25 per hour thereafter**)
  - Not-for-profit organization/corporation (as defined by 805 ILCS 105) comprised mainly of Elmhurst residents (**\$50 1<sup>st</sup> hour, \$25 per hour thereafter**)
  - Non-business related local club or organization comprised mainly of Elmhurst residents (Application form may be required upon initial request to use meeting room.) (**\$50 1<sup>st</sup> hour, \$25 per hour thereafter**)
  - Elmhurst business (**Meetings for current staff only – \$150 1<sup>st</sup> hour, \$75 per hour thereafter**)

### Contact Person Information:

**Doors will not be opened until the contact person arrives, and he or she must attend the entire meeting.**

Contact person (must be 18 or older): \_\_\_\_\_

Contact person's Elmhurst Public Library card number: \_\_\_\_\_

Contact person's address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact person's E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact person 2 (must be 18 or older): \_\_\_\_\_

Contact person 2's Elmhurst Public Library card number: \_\_\_\_\_

Contact person 2's address: \_\_\_\_\_ Phone: \_\_\_\_\_

### Date(s) / Time(s) Requested:

Book the computer lab during the following times:

Monday–Friday..... 9:30 a.m.–8:30 p.m. (**No meetings 2:30-5:30 p.m. Monday-Thursday**)

Saturday ..... 9:30 a.m.–4:30 p.m.

Sunday..... 1:30 p.m.–4:30 p.m.

The library will allow for up to a half hour before and after your training session for your group to gather and disperse. All sessions must end by 8:30 p.m. Monday through Friday (by 4:30 p.m. Saturday and Sunday). The computer lab must be completely vacated no later than 9 p.m. Monday through Friday (5 p.m. Saturday and Sunday).

Date: (month, day & year) \_\_\_\_\_ Time: \_\_\_\_\_

Alternate date(s)/time(s) requested:

Date: (month, day & year) \_\_\_\_\_ Time: \_\_\_\_\_

Date: (month, day & year) \_\_\_\_\_ Time: \_\_\_\_\_

### Elmhurst Public Library

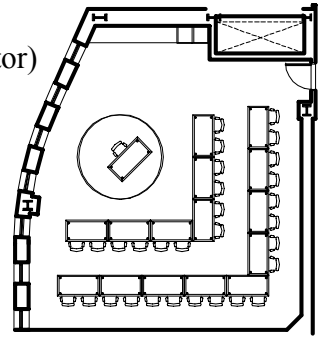
125 S. Prospect Avenue, Elmhurst, IL 60126 • 630-279-8696 • fax: 630-516-1364 • www.elmhurstpubliclibrary.org

## Computer Lab Set-up:

15 computer stations and teacher station / 31 people max. (2 people per computer and instructor)

Number of people expected: \_\_\_\_\_

Lab computers have access to: Internet (Internet Explorer & Mozilla Firefox), Library Catalog, Library Databases, MS Office 2007 Professional (Microsoft Access, Excel, Publisher, Movie Maker 2, PowerPoint, Word), Adobe Acrobat Reader, CD Burner (Roxio), DVD and Music player, Corel Photoimpact X3



## Special Requests:

- Screen & LCD projector to show instructor's computer screen     Microphone  
 CD / Cassette player     VCR     DVD player

## Fees:

Note: Printouts from the lab printer may be made at a cost of 10¢ per page. Please pay the A/V staff member.

- Library-related group, Elmhurst governmental organization, non-profit or non-business related local organizations comprised mainly of Elmhurst residents – A fee of \$50 for the first hour and \$25 per additional hour or portion thereof per hour will be charged for library staff to set up and supervise lab computers. \_\_\_\_\_
- Elmhurst business holding meetings for current staff only at \$150 for the first hour and \$75 per additional hour or portion thereof. \_\_\_\_\_

Total \_\_\_\_\_

## Consent:

- I have read and agree to abide by the attached Computer Lab Regulations.
- I understand that failure to comply with the Computer Lab Regulations may result in a loss of meeting room privileges.
- I will include the statement "This meeting/program is not an Elmhurst Public Library activity" in **all** meeting publicity thus establishing that the Elmhurst Public Library is not a sponsor of my organization's program. I will not use the library's address/phone number as my organization's contact point.

Date: \_\_\_\_\_ EPL cardholder signature: \_\_\_\_\_

## Library Authorization:

**TO REQUEST A MEETING ROOM A COMPLETED FORM MUST BE SUBMITTED. RESERVATIONS ARE NOT FINAL UNTIL CONFIRMED BY SIGNATURE BELOW.** The contact person will be notified within two business days if the reservation has been confirmed or if the room is unavailable. A signed copy of this form will be mailed to the contact person.

**Reservation Confirmed**    \_\_\_\_\_ As submitted    \_\_\_\_\_ With changes (see page 1)

Date: \_\_\_\_\_ Library staff signature: \_\_\_\_\_

## Room Unavailable

Date: \_\_\_\_\_ Library staff signature: \_\_\_\_\_

Comments: \_\_\_\_\_

# MEETING ROOM POLICY

(Please keep for your records.)

The Elmhurst Public Library provides meeting rooms for community groups when such use will not interfere with the primary functions of the Library. As a limited public forum, Library meeting room use will not be denied to any person or organization because of race, creed or color. The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part: “Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” Use of the meeting room does not constitute library endorsement of the viewpoints expressed by the participants in the programs.

First priority for use of the meeting rooms is given to Library-sponsored meetings or programs. The following groups also may use meeting rooms for cultural, civic, and informal educational purposes:

- Library-related groups
- Elmhurst governmental organizations
- Not-for-profit organizations/corporations (as defined by 805 ILCS 105) comprised mainly of Elmhurst residents
- Non-business related local clubs or organizations comprised mainly of Elmhurst residents (Application form may be required upon initial request to use meeting room.)

In addition, the following may use the meeting rooms for a fee (See Meeting Room Regulations):

- Elmhurst businesses holding meetings for current staff only.

Meeting rooms may not be used for gatherings of a purely social nature. In each case, an adult Elmhurst Public Library cardholder must take responsibility for the group’s use of the room by signing a reservation and use agreement. All users are responsible for complying with the provisions of the Americans With Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

All meetings must be open to the public, and groups may not charge admission nor solicit or require donations for their meetings. No products or services may be solicited or sold except at Library-sponsored events.

Meetings shall not interfere with the public’s use of the Library in any way. Examples of such interference include, but are not limited to, excessive size, noise, activity outside the meeting room, or any other disturbance that violates the Public Conduct Policy. **Library administrative staff is authorized to deny use of a meeting room at their sole discretion based on the anticipated availability of parking space at the requested time or other factors which may impair the public’s access to library services.**

The Library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances. The Library may also cancel a group’s reservation(s) if the meeting room policy is violated.

The Library Director is authorized to establish reasonable regulations governing use of the meeting rooms and related fees.

# COMPUTER LAB REGULATIONS

(Please keep for your records.)

## Reservations:

- The Computer Lab may be reserved only by a person with an Elmhurst Public Library card in good standing, or by an officer of an Elmhurst business. This contact person is responsible for the room. He or she must be present at the library before staff will open the lab to the group, and he or she must be present throughout the scheduled meeting.
- The Computer Lab must be reserved at least one week in advance. Subject to capacity and the availability of staff to assist, groups may reserve the **Computer Lab** no more than twice a year for training. Reservations may be made for the computer lab no more than 60 days and no less than one week in advance.

### **Computer Lab information**

- **Capacity:** 30 max. and 1 instructor (15 computers and 1 instructor's computer)
- **Make Reservations:** Up to 60 days in advance and no less than 1 week in advance

- Computer Lab Use Agreement forms must be submitted to the Office Manager through the mail, by fax or in person Monday through Friday from 9 a.m. to 5:30 p.m.
- **Reservations are not final until confirmed in writing by library staff.**
- Reservations will be taken on a first-come, first-served basis.
- The contact person should notify the library of a cancellation as soon as possible but no less than 24 hours in advance. Repeated cancellations or unused reservations (2 or more within a 12-month period) will result in denial of meeting room use.

## Fees:

- Library-related groups, Elmhurst governmental organizations, non-profit groups (as defined by 805 ILCS 105) comprised mainly of Elmhurst residents and non-business related local clubs and organizations comprised mainly of Elmhurst residents may use the Computer Lab for a fee of \$50 for the first hour and \$25 for each additional hour or portion thereof.
- Elmhurst businesses will be charged a fee of \$150 for the first hour and \$75 per each additional hour or portion thereof for Computer Lab use. Businesses may use the room only for meetings with current staff.
- When applicable, all fees must be received within two weeks after a reservation is confirmed. For meetings which are scheduled less than two weeks in advance, payment must be made at the time of reservation.

## Hours:

Computer training sessions may be scheduled during the following times:

- Monday–Friday 9:30 a.m.–8:30 p.m. (**No meetings 2:30-5:30 p.m. Monday-Thursday**)
- Saturday: 9:30 a.m. – 4:30 p.m.
- Sunday: 1:30 p.m. – 4:30 p.m.

Groups may arrive at the lab up to 30 minutes before the meeting begins and must leave the room no later than 30 minutes after the meeting is scheduled to end. The lab must be vacated no later than 9:00 p.m.

Monday through Friday and 5 p.m. Saturday and Sunday.

## Clean-up:

- The room must be returned to its original condition at the end of the meeting. A fee commensurate with the work required, but not less than \$25, will be charged if the room is not left in its original condition. The organization will be barred from further use of the room and the contact person's library card will be blocked until any such fees are paid.

(over)

**Damage:**

- No alterations may be made to the room, and nothing may be attached to the walls.
- Costs for damage resulting from use of the meeting room that requires replacement or professional cleaning will be the responsibility of the contact person. The organization will be barred from further use of the room and the contact person's library card will be blocked until such damages are paid.

**Publicity:**

- All publicity must state that the Elmhurst Public Library is not a sponsor of the organization's program.

**Regular Use by Groups:**

- Groups may not use the Library's address or phone number as the organization's contact point.
- Groups may not store any items at the Library.

**Food:**

- No food or drink is permitted in the Computer Lab.

**Supervision:**

- Adequate supervision by at least one adult per 10 children must be provided for groups of young people less than 18 years of age.

**Staff Assistance:**

- Library staff will be in the lab to make sure all the equipment is working properly.
- **Room set-ups and equipment will not be changed on the day of the meeting.**

**Penalties:**

- Failure to comply with the above regulations will result in loss of meeting room privileges.
- In the case of a serious disturbance, the group will be asked to vacate the room immediately, and the police will be called.