



## Carol Stream Public Library Meeting Room Application

This form may also be completed and submitted online at  
[www.cslibrary.org/evanced/lib/eventcalendar.asp](http://www.cslibrary.org/evanced/lib/eventcalendar.asp)

Date of Meeting: \_\_\_\_\_

Start Time: \_\_\_\_\_ End time: \_\_\_\_\_

Organization: \_\_\_\_\_

Representative: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Number expected to attend: \_\_\_\_\_

Would you like your event to display on the Library's Program Calendar?

Yes       No

Room Setup: Select a standard set up from those on the back of this page.

\_\_\_\_\_

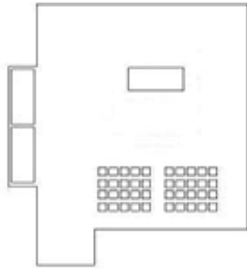
### Optional Equipment:

The following are items that are available upon request. This does not guarantee that the requested items will be available. We will make every attempt to reserve the requested items.

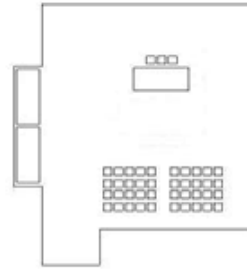
- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Podium               | <input type="checkbox"/> DVD Player & TV     | <input type="checkbox"/> AV cart               |
| <input type="checkbox"/> Coffee Pot (30 cup)  | <input type="checkbox"/> VCR and TV          | <input type="checkbox"/> Pull down screen      |
| <input type="checkbox"/> Piano                | <input type="checkbox"/> 16 mm projector     | <input type="checkbox"/> Screen (portable)     |
| <input type="checkbox"/> PA System            | <input type="checkbox"/> Filmstrip projector | <input type="checkbox"/> Chalkboard (mounted)  |
| <input type="checkbox"/> HP Digital projector | <input type="checkbox"/> Slide projector     | <input type="checkbox"/> Chalkboard (portable) |
| <input type="checkbox"/> Panasonic Projector  | <input type="checkbox"/> Overhead projector  | <input type="checkbox"/> Flipchart             |

Return this form, along with a signed copy of the Responsibility Statement, to the Meeting Room Coordinator, Mary Clemens. Any questions should be directed to Mrs. Clemens at 630-653-0755 or [mclemens@cslibrary.org](mailto:mclemens@cslibrary.org).

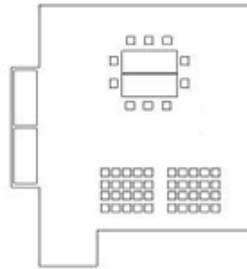
Date Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_



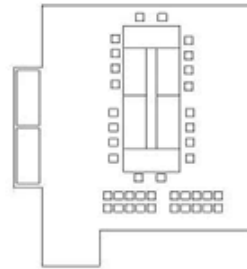
**Basic Room**



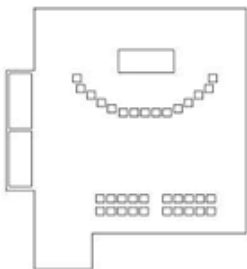
**Basic Room w/Chairs**



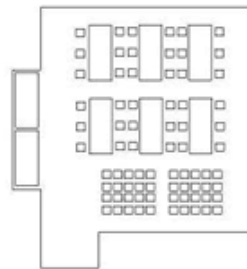
**2 Tables with Chairs**



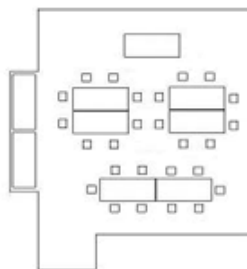
**Chamber Meeting**



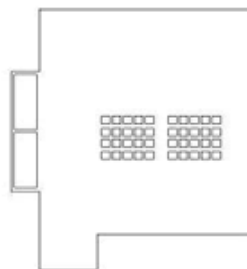
**Check It Out**



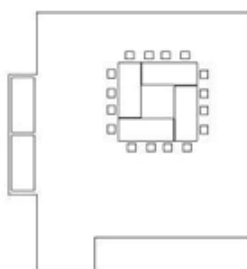
**Chess**



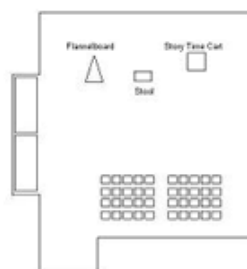
**Craft Program**



**Lecture Program**



**Small Meeting**



**Story Time**