



# CRETE PUBLIC LIBRARY DISTRICT

1177 N. Main St. | Crete, IL 60417 | 708.672.8017

## Request for A/V Equipment Use with Meeting Rooms

(\*if needed, must accompany Application for Meeting Room Use)

Availability of equipment may vary and arrangements for use must be made in advance. Library staff will set up equipment and provide basic use instruction but will not be present to provide operation of equipment during meetings.

**Large Room** (Capacity: 90; must have 10 or more anticipated attendees)  
 Tables and chairs available for auditorium or classroom-style setup.  
 Standard Fixtures:  
 Chairs (qty. 90)    Internet Access (wireless)    Tables (qty. 16)    Podium  
 Equipment available upon request:  
 Microphone     Projector/Screen     DVD/Bluray Player     Kitchenette

**Audrey DeMuth Community Room** (Capacity: 45; Must have 5 or more anticipated attendees)  
 Tables and chairs available for auditorium or classroom-style setup.  
 Standard Fixtures:  
 Chairs (qty. 20)    Internet Access (wireless)    Tables (qty. 9)    Podium  
 Equipment available upon request:  
 Projector/Screen     DVD/Bluray Player     Extra Chairs

**Board Room** (Capacity: 14)  
 Conference table configuration only.  
 Standard Fixtures:  
 Chairs (qty. 8)    Internet Access (wireless)    Table (qty. 1)    White board (user supplies dry erase markers)  
 Equipment available upon request:  
 Extra Chairs

**Marian Engel Study Room** (Capacity: 10)  
 Conference table configuration standard; tables can be moved into other configurations.  
 Standard Fixtures:  
 Chairs (qty. 10)    Internet Access (wireless)    Tables (qty. 5)  
 No additional equipment is available for this room

Meeting Room Fees*		
Type I & II groups are not charged a fee.		
Room	Type III	Type IV
Large Room	\$20 /hour	\$40/hour
Demuth Room	\$15/hour	\$30/hour
Board Room	\$10/hour	\$20/hour
Engle Study Room	\$10/hour	\$20/hour

**Group Eligibility Descriptions\***

Type I: Library-related meetings and programs co-sponsored by the library.

Type II: Local governing bodies and educational, civic, or cultural organizations based within the library district and composed predominately of library district residents.

Type III: Other commercial/profit-making groups located within the Crete Public Library District.

Type IV: Predominately non-library district non-profit groups and commercial/profit-making groups.

\* For complete meeting room or group descriptions, fees, and usage rules, see the CPLD *Meeting & Study Room Policy*.