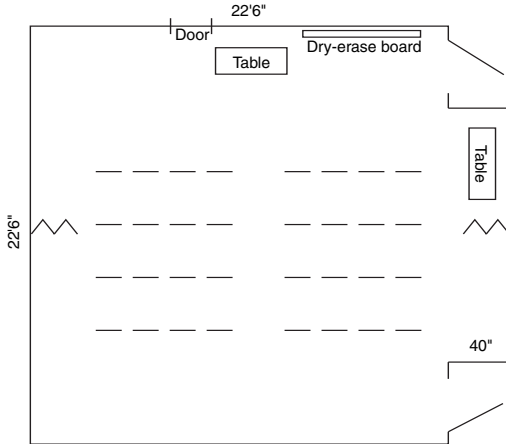


Peoria Public Library Room Arrangement and Equipment Form

107 N.E. Monroe Street • Peoria, IL 61602-1070 • Ph. 309-497-2135 • Fax 309-497-2007

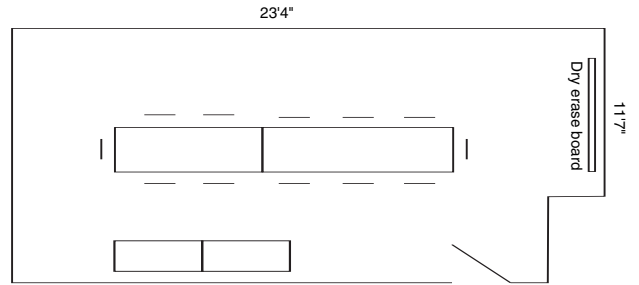
— = Chair □ = Table ∩ = Room Divider



2nd Floor Meeting Room -

Room capacity - 32 theater style

Normal Setup: 1 front table, 1 side table, dry-erase board. & (podium available upon request) (Available: 6 tables (72"x30"))



Basement Preview Room -

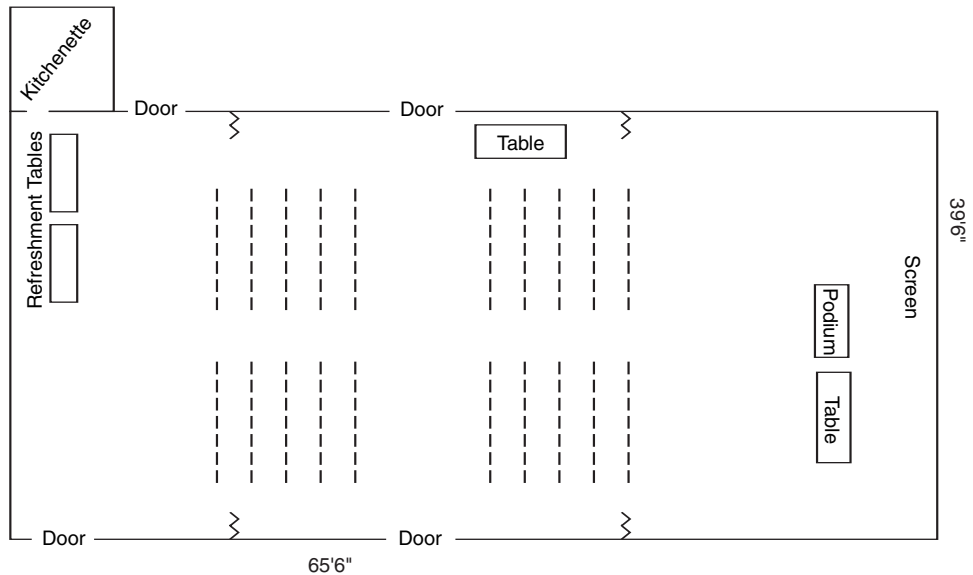
Room capacity - 17 conference style

Permanent Setup: 2 tables with 12 chairs & 2 side tables, (podium available upon request), dry erase board.

Basement Auditorium -

Room capacity - 200 theater style

Normal Setup: 140 chairs theater style with a center aisle, 1 table near front door, 1 front table & podium, 2 refreshment tables at back and large projection screen. (Available: 200 chairs and 18 tables (72"x30"))



Room Requested: (Please Circle One) Preview Room 2nd Floor Meeting Room Auditorium

Changes from the normal setup of the Auditorium and 2nd Floor Meeting Room should be drawn over the diagram above. There will be a \$25.00 charge for these changes.

Name of Organization _____

Purpose of the Organization _____

Contact Person _____

Address _____ Telephone Number _____

City _____ State _____ Zip _____

Number Attending _____ Date of Meeting _____

Meeting Time **from** _____ a.m./p.m. **to** _____ a.m./p.m. Open room by _____ a.m./p.m.

(Access to Meeting Rooms is limited to the hours the library is open. Library hours vary by location. See page 3 of the Meeting Room Policy.)

Equipment Available (please check) • \$10.00 charge for each piece requested.

- | | | | |
|-------------|-----------------------------------|--------------------------------------|-------------------------------------|
| Microphones | <input type="checkbox"/> Tabletop | <input type="checkbox"/> Boom | <input type="checkbox"/> DVD-VCR/TV |
| | <input type="checkbox"/> Stand | <input type="checkbox"/> Lapel | |
| | <input type="checkbox"/> Podium | <input type="checkbox"/> Kitchenette | |

Available Without Charge: Hot Water Pot (30 cup) Coffee Pot (30 cup 90 cup)