**Dolton Public Library District**

14037 Lincoln Avenue  **l** Dolton, IL 60419 **l**  708.849.2385

**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.

🞏 **Josway Auditorium** (Capacity: 60; must have 30 or more anticipated attendees)

 Tables and chairs are set in auditorium set-up style

 Chairs (qty. 60) Internet Access (wireless) Tables (qty. 2) Podium

Equipment available upon request:

🞏 Microphone 🞏 Projector/Screen 🞏 Kitchenette

🞏 **Kopac Meeting Room** (Capacity: 20; must have 10 or more anticipated attendees)

 Tables and chairs are set up in classroom-style set up

 Chairs (qty. 20) Internet Access (wireless) Tables (qty. 4)

Equipment available upon request:

🞏 Projector/Screen

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🞏 **Media Training** **Room** (Capacity: 10; must have 10 or more anticipated attendees)

 Tables and chairs are set up in classroom-style set up

 Chairs (qty. 10) Internet Access (wireless) Tables (qty. 4) set up in classroom style

Equipment available upon request:

🞏 Projector/Screen

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| **Meeting Room Fees\*** |  |  **Group Eligibility Descriptions\*** |  |  |
| **Type I & II groups are not charged a fee.** | **Type I:** | Library-related meetings and programs co-sponsored by the Library. |   |
|  |  |  |  |   |   |
| **Room** | **Type III** | **Type IV** | **Type II:** | Local governing bodies and educational, civic, or cultural organizations based within the library district and composed of library district residents. |   |
| **Josway Aud.** | **$20/hour** | **$40/hour** |  |   |   |
|  |  |  | **Type III:** | Other commercial/profit-making groups located within the Dolton Public Library District. |   |
| **Kopac Meeting Room** | **$15/hour** | **$30/hour** |  |   |   |
|  **Media Training Room** | **$20/hour** | **$40/hour** | **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 ***DPLD Meeting & Study Room Policy***