

**COOK COUNTY LAW LIBRARY
CONFERENCE ROOM AND TRAINING CENTER RESERVATION REQUEST FORM**

*Required Information (Please print.)

1. * Renter's Name: _____

*Phone: _____ * Email: _____

2. Firm (if applicable): _____



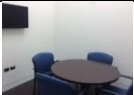
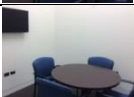



3. *Address: _____

4. * Date(s) Needed: _____ * Time(s) Needed: _____ to _____

Available times: Mon - Fri: 8:45 a.m. - 6:30 p.m.

5. * Number of Attendees: _____

6. Room/Center - Sizes/Rates:

Select	Room	Seating Capacity (approximate)	Rates	
<input type="radio"/>	Conference Room 1 16' x 9'	Seats 6 at table	\$30.00/hour	
<input type="radio"/>	Conference Room 2 16' x 9'	Seats 6 at table	\$30.00/hour	
<input type="radio"/>	Conference Room 3 9' x 9'	Seats 4 at table	\$25.00/hour	
<input type="radio"/>	Conference Room 4 9' x 9'	Seats 4 at table	\$25.00/hour	
<input type="radio"/>	Conference Room 5 19' x 9'	Seats 10 at table	\$35.00/hour	
<input type="radio"/>	Training Center A 38' x 16'	*Seats 20 classroom. *Seats 36 theater.	\$120.00/first 2 hours; \$60.00/hour thereafter	
<input type="radio"/>	Training Center B 36' x 28'	*Seats 32 classroom. *Seats 48 theater.	\$100.00/first 2 hours; \$50.00/hour thereafter	

All rooms and training centers feature Wi-Fi, privacy (Training Center B is semi-private). Available upon request (limited availability): conference phone (local and toll-free calls only) and mobile whiteboard.

I hereby agree to pay all fees for use of the Conference Room or Training Center for the period of time stated above. I understand that if I do not vacate the room per my reservation time, I agree to pay for any additional partial hour at the full hour charge. I understand payment must be made to the Cook County Law Library by cash, check, or credit card when I arrive to use the Room/Center at the requested date and time. I have read the Law Library's "Rules of Use" and "Conference Room and Training Center Policy" and agree to abide by all of the provisions of these policies and Law Library staff directives.

Signature: _____ Date: _____

CONFERENCE ROOM AND TRAINING CENTER POLICY

1. The Law Library conference rooms and training centers may be rented by third parties for legal and court-related activities only. Conference rooms and training centers are rented in one-hour increments with training centers having a two-hour rental minimum.
2. Conference rooms and training centers open 15 minutes after the Library opens and close 30 minutes before the Library closes.
3. All fees are paid in full at the time the renter arrives to use the conference room or training center by cash or check payable to the Cook County Law Library.
4. A reservation request is not complete until the renter receives confirmation.
5. Rates are per hour; partial hours are charged as a full hour. There are no refunds for partial hour use.
6. If the renter does not vacate the room or center per the reservation time, the renter agrees to pay for any additional partial hour at the full hour charge.
7. Renters are responsible for payment of all usage time and for any damage or extra cleaning as determined by the Law Library.
8. Walk-ins may rent a room or center if available and upon completion of reservation request form and full payment of fees prior to use.
9. All users of the conference rooms or training centers agree to act in accordance with all policies and staff directives including the Law Library's "Rules of Use" and "Conference Room and Training Center Policy".
10. Renter agrees to return all tables and chairs to their original locations and otherwise return the room to the condition it was in before the rental period.
11. Cancellation must be received by phone – (312) 603-5131 or email – law.library@cookcountyil.gov no later than 9:00 a.m. the day of rental.
12. If the renter does not arrive by 20 minutes after their reservation start time, the reservation will be forfeited.
13. The Law Library is not responsible, nor shall it have any liability with regards, to the personal property that patrons bring into the Library or conference rooms or training centers.
14. The Law Library reserves the right to change or cancel reservations if an emergency or extreme situation occurs, or if a special program intervenes. In such cases, as much notice as possible will be given.

TRANSMIT RESERVATION REQUEST FORM

Email to law.library@cookcountyil.gov or Fax to (312) 603-9710.

For more information call (312) 603-5131.