

**APPLICATION FOR USE OF THE MEETING ROOM(S)/PATIO**

**MEETING ROOM/PATIO REQUESTED:** \_\_\_\_\_

**(Please Print)**

Novi Resident  Non-Resident

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

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

Representative's Title: \_\_\_\_\_

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

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

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

Day and Date Requested: \_\_\_\_\_

Hours Requested: \_\_\_\_\_

(Include set-up and takedown of room)

Estimated Attendance: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Meeting rooms in the Novi Public Library provide an opportunity for bringing together the resources of the library and the activities of the community for educational, cultural, civic, intellectual, and charitable purposes. These events must not be advertised as having Library sponsorship or endorsement. Smoking is prohibited on Library property. The organization's representative accepts responsibility for the meeting room condition including the repair or replacement of damaged or missing equipment and/or facilities. Attendance beyond the maximum room capacity is grounds for dismissal. The Meeting may not be reserved more than two months in advance. Payment for use of the rooms must be received within two business days of application approval. The meeting room application/contract must be completed and approved before a room reservation will be deemed final.

**Signature of organization representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Your signature indicates that you have read and accepted the conditions set forth in the Meeting Room Policy and are at least 18 years of age. This application may be faxed to the Novi Public Library, Attention: Administration at 248.349.6520 or returned to the Library at the above address. The application must be completed, signed and approved by library staff before the reservation can be confirmed.

**Please select room set-up and equipment form options provided.**

**LIBRARY USE ONLY**

**Staff member authorization:** \_\_\_\_\_ **D.L. or I.D. Verified**  **Date:** \_\_\_\_\_

**Total # of hours:** \_\_\_\_\_ **Charge for Room Use:** \_\_\_\_\_

**Date payment received:** \_\_\_\_\_  **Cash**  **Check**  **Credit Card**

**45255 W. Ten Mile Road. Novi. Michigan 48375 Ph: 248.349.0720 – Fax: 248.349.6520 – www.novilibrary.org**

## MEETING ROOMS

The Novi Public Library has six different Meeting Rooms available for rent during business hours.

<u>Room</u>	<u>Capacity</u>	<u>Resident Fee/Hr</u>	<u>Non-Resident Fee/Hr</u>
Full Meeting Room*	200	\$60	\$90
West Meeting Room	120	\$40	\$60
East Meeting Room	80	\$30	\$50
Youth Activity Room	36	\$25	\$45
Board Room	20	\$20	\$40
Second Floor Meeting Room	10	\$15	\$35

\*Tables/chairs seating 108

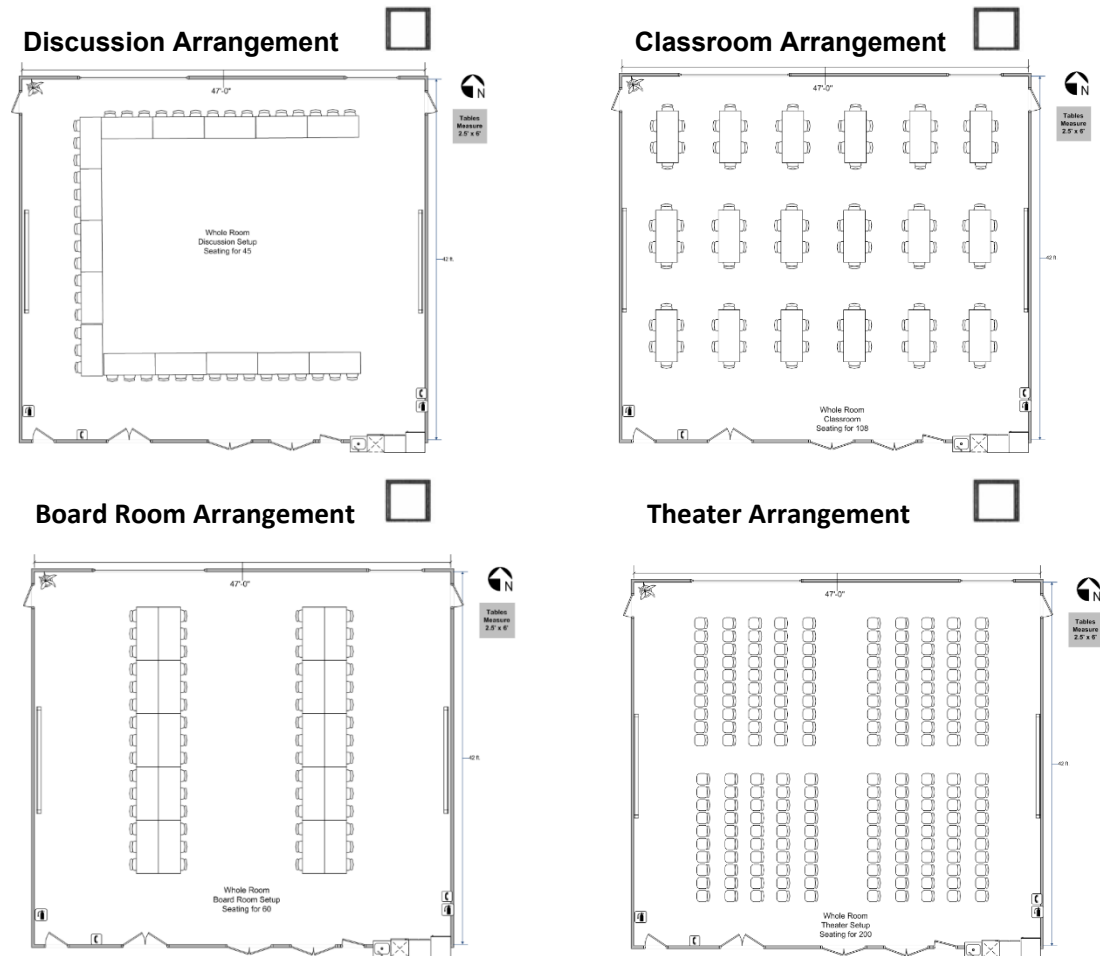
Library space can also be rented outside of Library business hours with advance reservations.

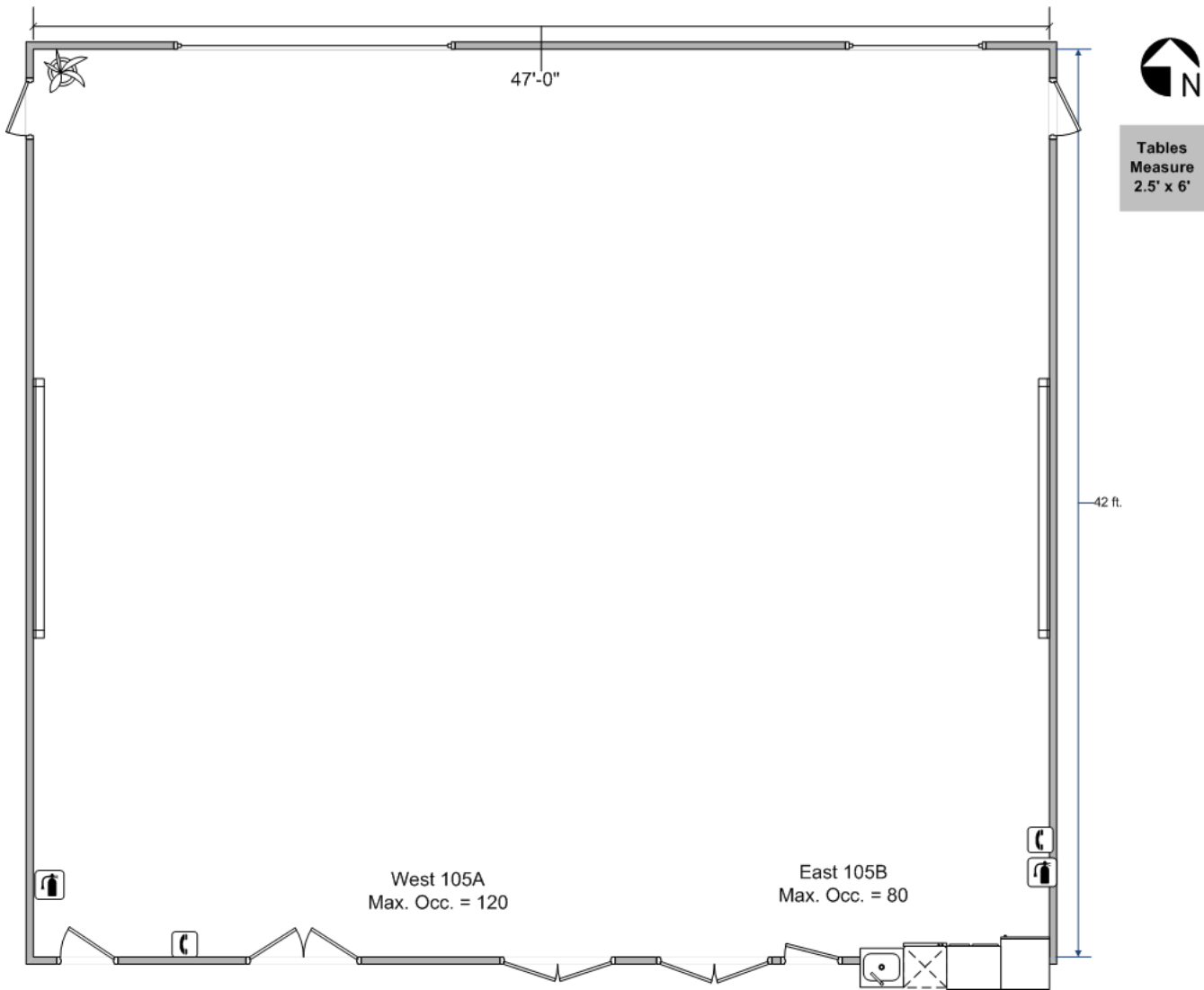
<u>Room</u>	<u>Capacity</u>	<u>Resident Fee/Hr</u>	<u>Non-Resident Fee/Hr</u>
Full Meeting Room*	200	\$85	\$130
West Meeting Room	120	\$55	\$85
East Meeting Room	80	\$45	\$75
Patio	200	\$100	\$150

\*Tables/chairs seating 108

## Equipment Rental

	<u>Rental Fee</u>
Extension Cord; Screen; Microphone (handheld/lapel)	no fee
Tables – 2.5'x6'; café – 31.5"x 43.25"h	no fee
Whiteboard	no fee
Presentation Remote	\$ 5.00
Youth Activity Room Monitor	\$20.00
Projector (does not include laptop)	\$20.00
Laptop	\$20.00
Stage Panels 4'x8' (four available)	\$20.00 each





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