

## APPLICATION FOR USE OF A MEETING ROOM

**ROOM REQUESTED:** \_\_\_\_\_

**(Please Print)**

Novi Resident

Non-Resident

Organization (if applicable): \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Representative's Title (if applicable): \_\_\_\_\_

Presider's Name (if Representative will not be present for rental): \_\_\_\_\_

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

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

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

Primary Phone: \_\_\_\_\_

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

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

Time Requested (must include time for any set-up/clean-up needed): \_\_\_\_\_

***(Please Note: Rooms are only accessible to renters during their specified rental time.)***

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

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

### **MEETING ROOMS**

The Novi Public Library has six different Meeting Rooms available for rent during normal business hours:  
(Monday-Thursday 10am-9pm, Friday-Saturday 10am-6pm, Sunday 12pm-6pm)

Room	Max. capacity (chairs only)	Capacity with tables & chairs	Max. # of Tables	Resident Fee	Non- Resident Fee
Whole Meeting Room	162	35 - 140*	18	\$90/hr	\$130/hr
West Meeting Room	90	30 - 70*	10	\$50/hr	\$70/hr
East Meeting Room	72	25 - 45*	8	\$40/hr	\$60/hr
Youth Activity Room	N/A	36	6	\$30/hr	\$50/hr
Board Room	N/A	20	1	\$20/hr	\$40/hr
2nd Floor Meeting Room	N/A	10	1	\$10/hr	\$30/hr

*\*Capacities for these rooms will vary greatly depending on set-up arrangement selected by the renter. See arrangements on pg. 2.*

Some spaces can be rented outside of Library business hours with prior approval, for an additional fee:

Room (Before/After Hours)	Resident Fee	Non-Resident Fee
Whole Meeting Room	\$110/hr	\$150/hr
West Meeting Room	\$70/hr	\$90/hr
East Meeting Room	\$60/hr	\$80/hr
Outdoor Patio**	\$110/hr	\$150/hr

*\*\*Patio capacity is 200. Diagram available upon request. Must also rent Whole Meeting Room in case of inclement weather.*

**EQUIPMENT RENTAL**

**Rental Fee**

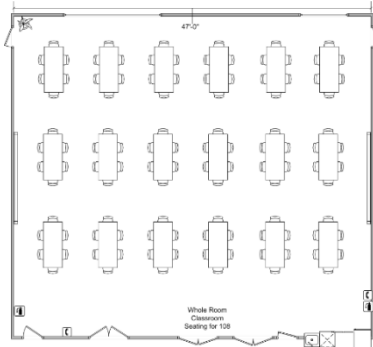
**Number Requested**

<input type="checkbox"/> LCD Projector (or TV Monitor in Youth Activity Room)	\$20.00	
<input type="checkbox"/> Stage Panels (4'x8' - up to 4 available)	\$20.00 each	_____
<input type="checkbox"/> Tables (2.5'x6' - see number available in chart on pg. 1)	No fee	_____
<input type="checkbox"/> Podium (Whole, West, East rooms only)	No fee	
<input type="checkbox"/> Screen	No fee	
<input type="checkbox"/> Laptop	No fee	
<input type="checkbox"/> Presentation Remote	No fee	
<input type="checkbox"/> Microphone (handheld or lapel – Whole, West, East rooms only)	No fee	_____
<input type="checkbox"/> DVD/BluRay Player	No fee	
<input type="checkbox"/> Extension Cords (up to 4 available)	No fee	_____
<input type="checkbox"/> Whiteboard (with markers)	No fee	

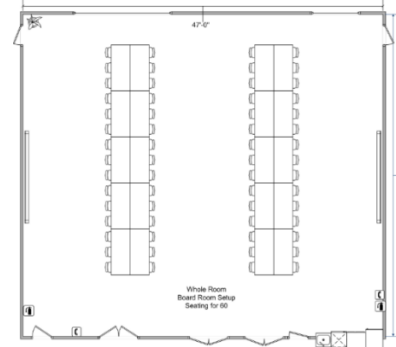
**ROOM ARRANGEMENT**

- If renting **East, West, or Whole Meeting Room**, please select preferred arrangement
- All other rooms come in standard arrangements that cannot be changed
- Diagrams represent Whole Meeting Room – capacity and number of tables available vary for West & East rooms

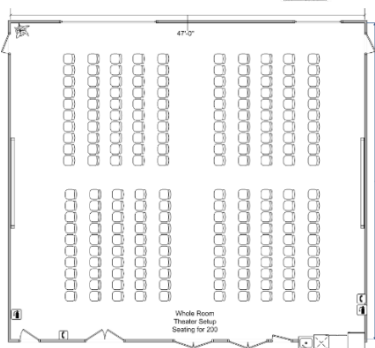
**Classroom Arrangement**



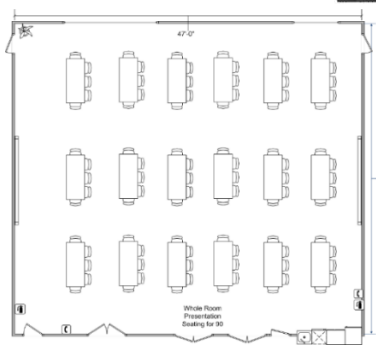
**Board Room Arrangement**



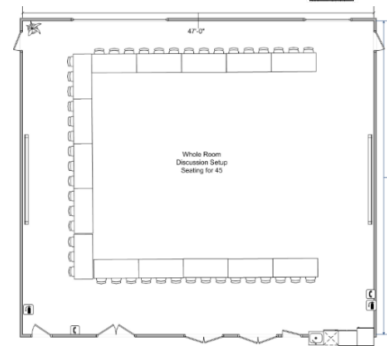
**Theater Arrangement**



**Presentation Arrangement**



**Discussion Arrangement**



I am at least eighteen (18) years old and accept the conditions of the Novi Public Library Meeting Room Policy. By signing this Application, the Corporation, Organization or Individual (“User”) identified above agrees to indemnify and hold harmless the Novi Public Library, its agents, employees, officers and representatives, from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the Meeting Room, its furnishings or equipment by the User or any person attending the User’s meeting. The User also agrees to pay for any damage caused by its use of the Meeting Room. If signing on behalf of a Corporation or Organization, the person signing this Application agrees that he/she has authority to sign on behalf of the Corporation or Organization.

**Representative’s Signature:** \_\_\_\_\_

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

**Presider’s Signature\*\*\*:** \_\_\_\_\_

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

\*\*\*If Representative listed on application will not be present at event, we require a second signature from the individual who will be presiding over the event, acknowledging they have also received and agreed to the Novi Public Library Meeting Room Policy, and understand the agreed upon room arrangement and equipment rental.

**Please email completed applications to [administration@novilibrary.org](mailto:administration@novilibrary.org) or drop off at the library.**