



45245 W. Ten Mile Road, Novi, MI 48375, 248-349-0720, www.novilibrary.org

APPLICATION FOR USE OF THE FUERST MEETING ROOM

Novi Resident

Non-Resident

(PLEASE PRINT)

Organization:
Representative:
Library Card Number:
Representative's Title:
Address:
City:
Zip Code:
Home Phone:
Cell Phone:
Day and Date Requested:
Hours Requested
(Include setup & takedown):
Estimated attendance
(Maximum Capacity is 100):
Type of Activity:

The Library requires a "Greeter" from the organization to be at the Library's front entrance to welcome attendees.

Name of Greeter:

Meeting room use is permitted for educational, cultural, civic, intellectual, and charitable meetings that are open to the public. These events must not be advertised as having Library sponsorship or endorsement. Alcoholic beverages and smoking are prohibited on Library premises. 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 room may not be reserved more than two months in advance. Payment must be received at least one week prior to meeting room use and is non-refundable.

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 at 248-349-6520 or returned to the Library at the above address.

Please select room set-up and equipment from options shown on reverse.

Effective for room rental dates beginning 09/01/2008.

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

Schedule of Fees:

All meeting room rates are charged in one hour increments.

Novi Resident: Any person living within the City of Novi or Novi Township, who owns land in the City of Novi or Novi Township for which property taxes are paid, or who works full time within the City or Township; or any group, agency, or business that is based or has a physical location within the City of Novi or Novi Township.

	Resident
Full Room	\$20 per hour
Half Room	\$10 per hour

Non-Resident: All other persons, groups, agencies, or businesses not meeting the above definition of a Novi resident.

	Non Resident
Full Room	\$30 per hour
Half Room	\$15 per hour

Afterhours Event: Additional cost per hour charged for use of the meeting room beyond the library's regular business hours.

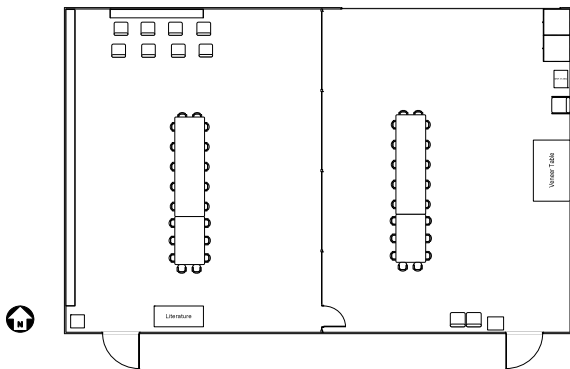
	Resident	Non Resident
Full Room	\$30 per hour	\$40 per hour
Half Room	\$20 per hour	\$30 per hour

Equipment:

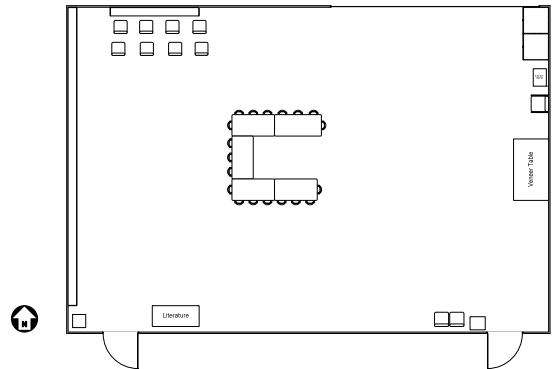
- microphone
- overhead projector
- screen
- TV/DVD player
- extension cords

CHECK ROOM SET-UP CHOICE

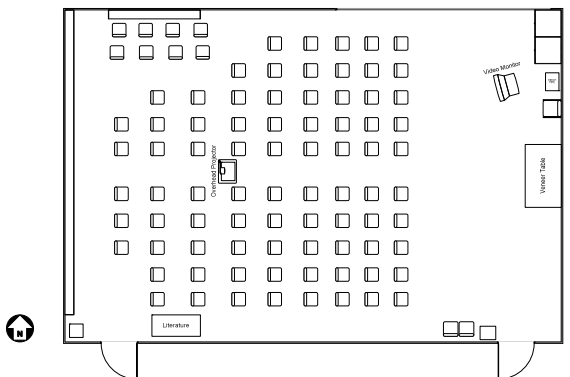
Discussion Arrangement



Board Room Arrangement



Theater Arrangement



Classroom Arrangement

