

# Novi Public Library Meeting Room Rentals

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

Monday - Thursday 10am - 8:45pm, Friday - Saturday 10am - 5:45pm, Sunday 12 - 5:45pm

Room	Max. Capacity (chairs only)	Capacity (tables & chairs)	Max. # of Tables	Resident Fee	Non-Resident Fee
Whole Meeting Room	162	45 - 110*	18	\$90/hr	\$130/hr
West Meeting Room	90	30 - 55*	10	\$50/hr	\$70/hr
East Meeting Room	72	25 - 35*	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
2 <sup>nd</sup> Floor Meeting Room	N/A	10	1	\$10/hr	\$30/hr

\*Capacities will vary greatly depending on set-up arrangement selected by renter.

Some spaces can be rented outside Library business hours with prior approval and 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. Must also rent Whole Meeting Room in case of inclement weather.



45255 W. Ten Mile Road, Novi MI 48375 - [novilibrary.org](http://novilibrary.org) - 248-349-0720

Amended: 04/2024

## Equipment Rental

Stage Panels (4'x8' - up to 4 available)	\$20 each
LCD Projector and Screen (or 48" TV Monitor in Youth Activity Room)	\$20
Screen Only (renter to bring own projector)	No Fee
Tables (2.5'x6')	No Fee
Podium (Whole, West, East rooms only)	No Fee
Laptop	No Fee
Presentation Remote	No Fee
Microphone (handheld or lapel - Whole, West, East rooms only)	No Fee
DVD/BluRay Player	No Fee
Extension Cords (up to 4 available)	No Fee
Whiteboard (with markers)	No Fee

### Booking

To make a reservation, please visit [novilibrary.org/services/meeting-rooms](http://novilibrary.org/services/meeting-rooms).  
Call 248-869-7204 or email [administration@novilibrary.org](mailto:administration@novilibrary.org) for questions.

### Payment & Refunds

Payment is due in full within two business days to confirm reservation. A fee will be assessed to cover the cost of any damages. Room reservations are non-refundable but may be rescheduled within 60 days.

### Rental Time

Rooms are only available to renters during their specified rental time. Reservation requests must include adequate time for both set-up and clean-up.

### Alcoholic Beverages

Alcoholic beverages are allowed at the Novi Public Library only during private events when the Library is not open to the public (restrictions apply).

### Exchange of Money

Charging for admission is not allowed. No solicitation, raffles or financial transactions are allowed. The sale of goods or services is prohibited.

### Signage

Banners, literature, photographs or signage may not be placed anywhere outside of meeting room. Library will provide door sign with date, time and name of organization/event and direct guests to correct room.

***For full list of rules & regulations, please refer to the Novi Public Library Meeting Room Policy, available on our website and provided with application.***

