

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: _____

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.

Signature of organization representative: _____

Date: _____

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 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.

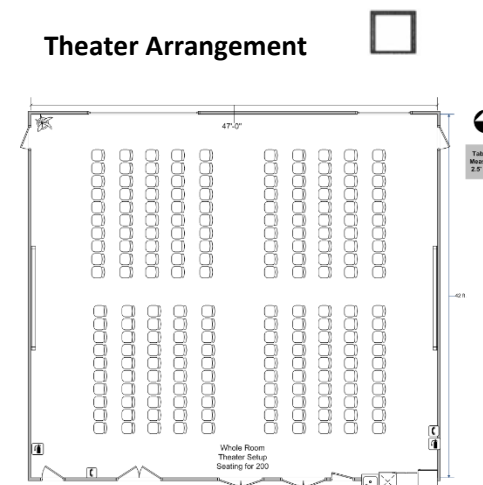
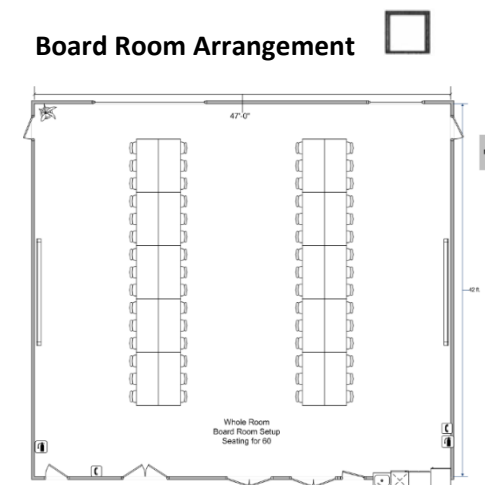
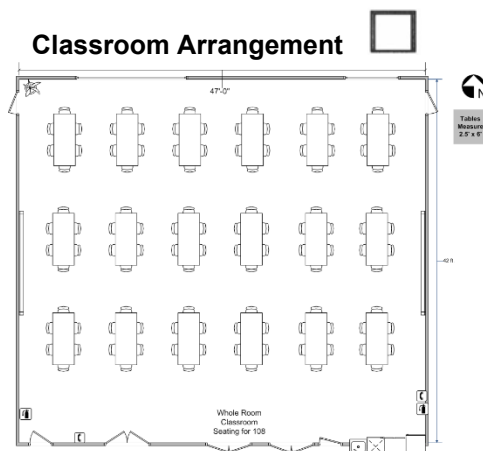
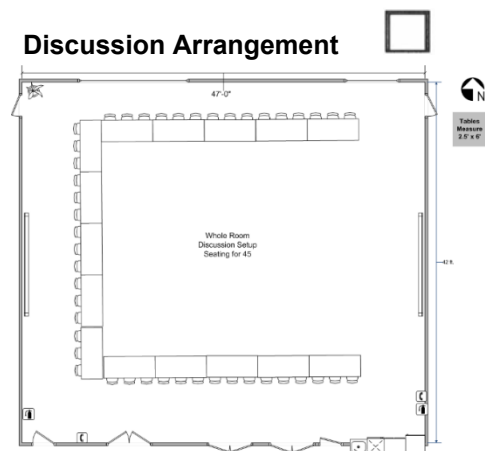
<u>Room</u>	<u>Capacity</u>	<u>Resident Fee/Hr</u>	<u>Non-Resident Fee/Hr</u>
Full Meeting Room*	200	\$60	\$90
West Meeting Room	120	\$40	\$60
East Meeting Room	80	\$30	\$50
Youth Activity Room	36	\$25	\$45
Board Room	20	\$20	\$40
Second Floor Meeting Room	10	\$15	\$35
*Tables/chairs seating	108		

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

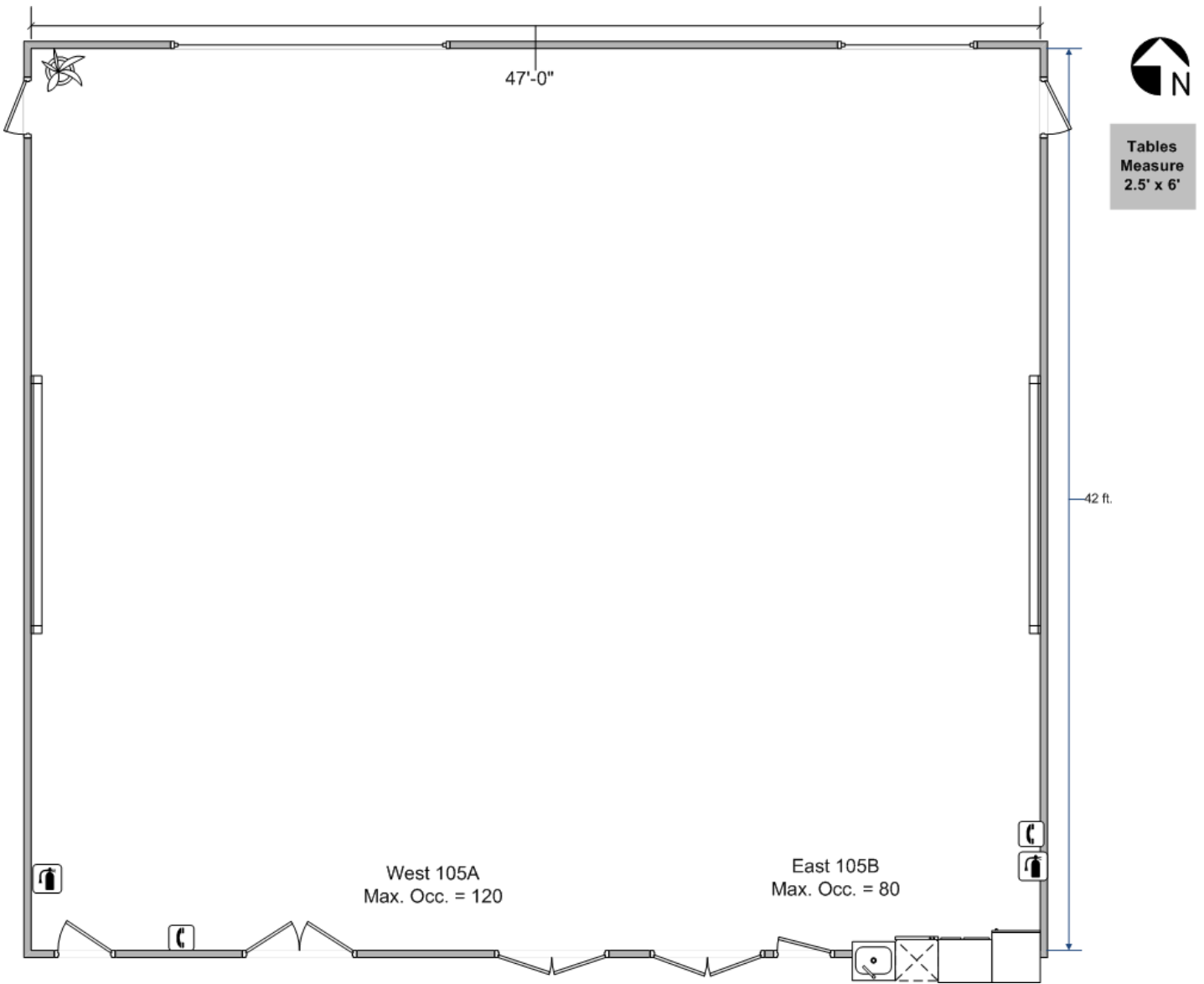
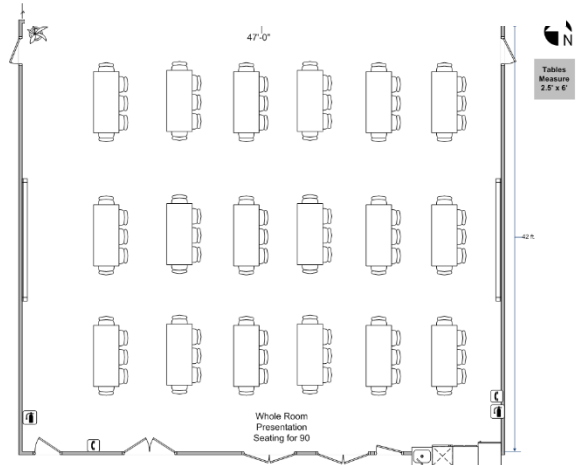
<u>Room</u>	<u>Capacity</u>	<u>Resident Fee/Hr</u>	<u>Non-Resident Fee/Hr</u>
Full Meeting Room*	200	\$85	\$130
West Meeting Room	120	\$55	\$85
East Meeting Room	80	\$45	\$75
Patio	200	\$100	\$150
*Tables/chairs seating	108		

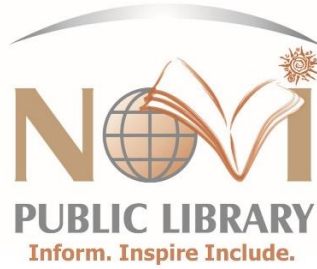
Equipment Rental

	<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
TV/DVD Player	no fee
Presentation Remote	no fee
Laptop	no fee
Youth Activity Room Monitor	\$20.00
Projector (does not include laptop)	\$20.00
Stage Panels 4'x8' (four available)	\$20.00 each



Presentation Arrangement





Novi Public Library Meeting Room A/V Connections

If you plan to use your own laptop to connect to our presentation system in our meeting rooms, the proper cable and adaptor to connect to our audio/video system will be required. The system supports a full size, standard HDMI connection. The Library supports a SVGA connection for video and a mini audio plug (1/8" stereo) if your device does not have a HDMI port.



The above connections are very common in PC's and Laptops that run Windows.

Some laptops and tablets use a USB-C connection which can be connected with a USB-C to HDMI adaptor and HDMI cable. Both audio and video will be converted.

Apple products typically use the lightning port which can be connected with a Lightning to VGA video adaptor and VGA cable -- audio is NOT converted.

