

# Novi Public Library Meeting Room Rentals

NPL has six different Meeting Rooms available for rent during normal business hours: Monday - Thursday 10am - 8:30pm, Friday - Saturday 10am - 5:30pm, Sunday 12 - 5:30pm  
Some spaces can be rented outside Library business hours with prior approval and for an additional cost.

Room	Resident Fee  Regular Business Hours	Non-Resident Fee  Regular Business Hours	Resident Fee  Before/ After Hours	Non-Resident Fee  Before/ After Hours	Theater Setup Max. Capacity  Chairs in rows, no tables	Classroom Setup Max. Capacity  6 chairs around each table	Presentation Setup Max. Capacity  5 chairs at each table facing one direction	Board Room Setup Max. Capacity  One long table with chairs all around it	Discussion Setup Max. Capacity  Tables in U-shape with chairs around outside	Empty Setup Max. Capacity  No tables or chairs, just people	Max. # of Tables
<b>Whole Meeting Room</b>	\$90/hr	\$130/hr	\$110/hr	\$150/hr	162 people	108 people	90 people	62 people	45 people	200 people	18 tables
<b>West Meeting Room</b>	\$50/hr	\$70/hr	\$70/hr	\$90/hr	90 people	54 people	45 people	28 people	27 people	120 people	10 tables
<b>East Meeting Room</b>	\$40/hr	\$60/hr	\$60/hr	\$80/hr	72 people	36 people	30 people	28 people	24 people	80 people	8 tables
<b>Youth Activity Room</b>	\$30/hr	\$50/hr	N/A	N/A	N/A	36 people	N/A	N/A	N/A	N/A	6 tables
<b>Board Room</b>	\$20/hr	\$40/hr	N/A	N/A	N/A	N/A	N/A	20 people	N/A	N/A	1 table
<b>2nd Floor Meeting Room</b>	\$10/hr	\$30/hr	N/A	N/A	N/A	N/A	N/A	10 people	N/A	N/A	1 table
<b>Patio*</b>	N/A	N/A	\$110/hr	\$150/hr	200 people	108 people	90 people	58 people	45 people	200 people	18 tables

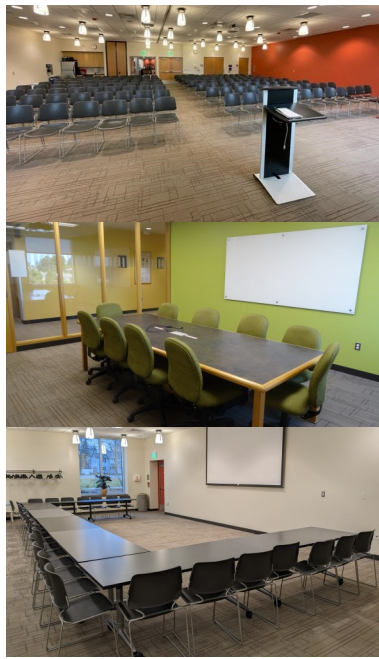
\*Must also rent the Whole Meeting Room to ensure you have a backup in case of inclement weather.



To check availability and request meeting space, scan the QR code or visit [novilibrary.org/meetingrooms](https://novilibrary.org/meetingrooms).

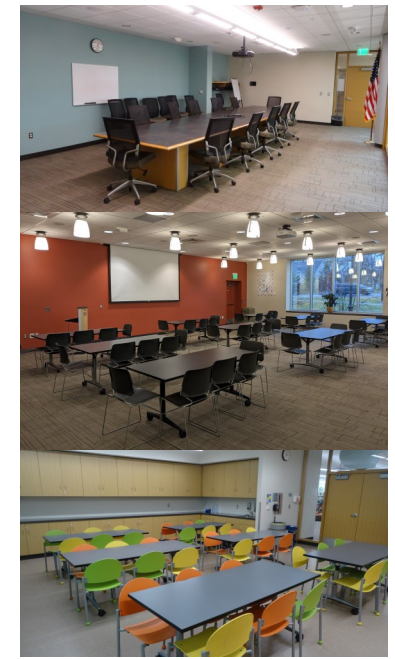
Requests will be addressed within 1-2 business days.

For questions, call 248-869-7204 or email [administration@novilibrary.org](mailto:administration@novilibrary.org).



## Equipment Rental

Custom Room Arrangement	\$20
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
Podium (Whole, West, East rooms only)	No Fee
Laptop	No Fee
Microphone (handheld or lapel - Whole, West, East rooms only)	No Fee
Presentation Remote	No Fee
DVD/BluRay Player	No Fee
Whiteboard (with markers)	No Fee
Extension Cord	No Fee



**Payment:** Payment is due in full 2 business days after approval. Room reservations are non-refundable.

**Cancellation:** Except in cases of emergency, renters must give at least 24-hour advance notice of any cancellations. For last-minute cancellations, call 248-349-0720 and ask to speak with a Manager. Rentals can be rescheduled, but must take place within 60 days of the original rental date. Funds will be held from the original date and applied to the rescheduled date. If rescheduled rental does not take place within 60 days, the funds will no longer be available to use. Failure to notify the Library prior to the rental start time constitutes a "no show," which cannot be rescheduled or refunded.

**Rental Time:** Rooms are only available to renters during their specified rental time. Requests must include adequate time for the renter's own set-up and clean-up needs. No early admittance will be allowed. The Library will not provide any storage space before or after the rental.

**Food/Beverage:** Delicious food and beverage options are available through the Library Café/Chartwells Catering. View menu at: [novilibrary.org/services/cafe](http://novilibrary.org/services/cafe). Renters may also bring in their own food and beverages, but lighters, candles, matches, Sternos and other flame-producing devices are not allowed. Alcoholic beverages are allowed at NPL 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. 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 a full list of rules & regulations, please refer to the Novi Public Library Meeting Room Policy, available on our website and provided at the time of reservation request.**