

Novi Public Library Meeting Room Rentals

NPL has six different Meeting Rooms available for rent during normal business hours: Mon - Thu 10am - 8:30pm, Fri - Sat 10am - 5:30pm, Sun 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 Chairs in rows, no tables	Banquet Setup 6 chairs around each table	Presentation Setup 5 chairs at each table facing one direction	Board Room Setup One long table with chairs all around it	Discussion Setup Tables in U-shape with chairs around outside	Empty Setup No tables or chairs, just people	Max. # of Tables
Whole Meeting Room	\$95/hr	\$135/hr	\$115/hr	\$155/hr	162 people	108 people	90 people	62 people	45 people	200 people	18 tables
West Meeting Room	\$55/hr	\$75/hr	\$75/hr	\$95/hr	90 people	54 people	45 people	28 people	27 people	120 people	10 tables
East Meeting Room	\$45/hr	\$65/hr	\$65/hr	\$85/hr	72 people	36 people	30 people	28 people	24 people	80 people	8 tables
Youth Activity Room	\$35/hr	\$55/hr	N/A	N/A	N/A	36 people	N/A	N/A	N/A	N/A	6 tables
Board Room	\$25/hr	\$45/hr	N/A	N/A	N/A	N/A	N/A	20 people	N/A	N/A	1 table
2nd Floor Meeting Room	\$15/hr	\$35/hr	N/A	N/A	N/A	N/A	N/A	10 people	N/A	N/A	1 table

The Library Patio may also be rented outside of Library business hours. For more information, including capacity and fees, contact Library Administration at 248-869-7204 or administration@novilibrary.org.



To check availability and request meeting space, scan the QR code or visit novilibrary.org/meetingrooms.

Requests will be addressed within 2 business days.

For questions, call 248-869-7204 or email administration@novilibrary.org.





Equipment Rental

Available in All Rooms:

LCD Projector and Screen (or 48" TV Monitor in Youth Activity Room)	\$20
Screen Only (renter to bring own projector)	No Fee
Laptop	No Fee
Presentation Remote	No Fee
DVD/BluRay Player	No Fee
Whiteboard (with markers)	No Fee
Extension Cord	No Fee

Whole, West, East Meeting Rooms Only:

Custom Room Arrangement	\$20
Stage Panels (4'x8' - up to 4 available)	\$20 each
Podium	No Fee
Microphone (handheld or lapel)	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 their menu at: novilibrary.org/services/café. 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 the meeting room. The Library will provide a door sign with the 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 by scanning the QR code or visiting novilibrary.org/meetingrooms. For questions, call 248-869-7204 or email administration@novilibrary.org.

