NOVI PUBLIC LIBRARY

APPLICATION FOR USE OF A MEETING ROOM

ROOM REQUESTED: _____

(Please Print) Novi Resident ☐ Non-Resident ☐

Organization (if applicable): _____

Name of Representative: _____

Representative's Title (if applicable): _____

Presider's Name (if Representative will not be present for rental): _____

Address: _____

City: _____

Zip Code: _____

Primary Phone: _____

Email Address: _____

Day and Date Requested: _____

Time Requested (must include time for any set-up/clean-up needed): _____

(Please Note: Rooms are only accessible to renters during their specified rental time.)

Estimated Attendance: _____

Type of Activity: _____

MEETING ROOMS

The Novi Public Library has six different Meeting Rooms available for rent during normal business hours:
(Monday-Thursday 10am-8:30pm, Friday-Saturday 10am-5:30pm, Sunday 12pm-5:30pm)

Room	Max. capacity (chairs only)	Capacity with tables & chairs	Max. # of Tables	Resident Fee	Non-Resident Fee
Whole Meeting Room	162	45 - 110*	18	$95/hr	$135/hr
West Meeting Room	90	30 - 55*	10	$55/hr	$75/hr
East Meeting Room	72	25 - 35*	8	$45/hr	$65/hr
Youth Activity Room	N/A	36	6	$35/hr	$55/hr
Board Room	N/A	20	1	$25/hr	$45/hr
2nd Floor Meeting Room	N/A	10	1	$15/hr	$35/hr

**Capacities for these rooms will vary greatly depending on set-up arrangement selected by the renter. See arrangements on pg. 2.*

Some spaces can be rented outside of Library business hours with prior approval, for an additional fee:

Room (Before/After Hours)	Resident Fee	Non-Resident Fee
Whole Meeting Room	$115/hr	$155/hr
West Meeting Room	$75/hr	$95/hr
East Meeting Room	$65/hr	$85/hr

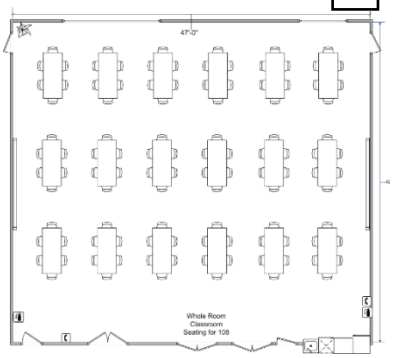
The Library Patio may also be rented outside of Library business hours. For more information, including capacity and fees, contact Library Administration at 248-869-7204 or administration@novilibrary.org.

	EQUIPMENT RENTAL	Rental Fee	Number Requested
☐	Custom Room Arrangement	$20	
☐	Stage Panels (4'x8' - up to 4 available)	$20.00 each	_____
☐	LCD Projector and Screen (or 48" TV Monitor in Youth Activity Room)	$20.00	
☐	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	

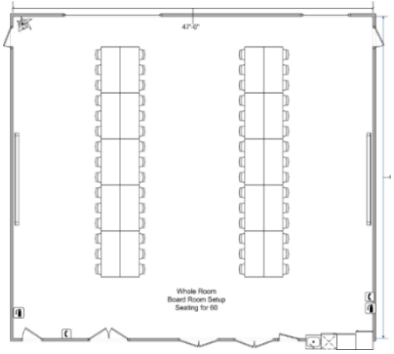
ROOM ARRANGEMENT

- If renting **East, West, or Whole Meeting Room**, please select from our standard arrangements
- Diagrams represent Whole Meeting Room – capacity and number of tables available vary for West & East rooms
- Custom Room Arrangements are allowed with Library approval and will be charged a $20 fee

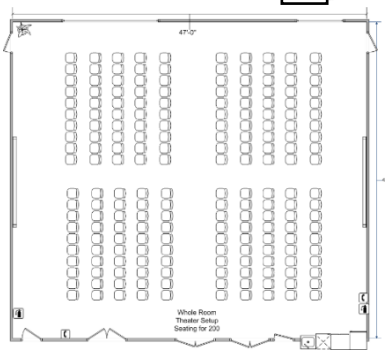
Banquet Arrangement ☐



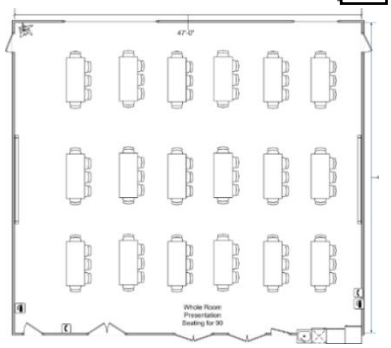
Board Room Arrangement ☐



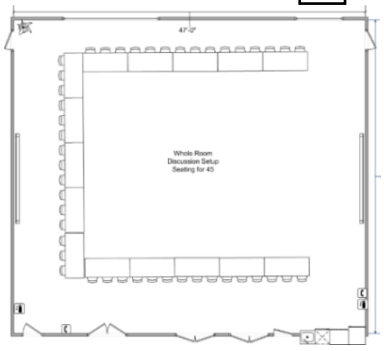
Theater Arrangement ☐



Presentation Arrangement ☐



Discussion Arrangement ☐



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.

Representative's Signature: _____ **Date:** _____

Presider's Signature*:** _____ **Date:** _____

***If Representative listed on application will not be present at event, we require a second signature from the individual who will be presiding over the event, acknowledging they have also received and agreed to the Novi Public Library Meeting Room Policy, and understand the agreed upon room arrangement and equipment rental.

Please email completed applications to administration@novilibrary.org or drop off at the library.