

**NORTHVILLE DISTRICT LIBRARY  
MEETING ROOM BOOKING FORM**

**You must be a Library District resident, group or business to book a room.  
For-profit entities will be charged a fee. You are responsible for room set up and clean up.  
You may book a room up to 6x per year. Rooms can be booked 6 months in advance.**

**Please print:**

Room: Carlo Meeting Room  Friends Community Room

Date Requested \_\_\_\_\_ Start & End Time \_\_\_\_\_ (Include Setup/Cleanup Time)

Name of Event: \_\_\_\_\_

No. People Expected: \_\_\_\_\_

Your Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

For-profit group or business? No  Yes  (If yes, see fee schedule below)

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| ROOM                    | CAPACITY | For-Profit Fee            |                         |
|-------------------------|----------|---------------------------|-------------------------|
|                         |          | (Half Day: up to 4 hours) | Full Day (4 hours-plus) |
| Full Carlo Meeting Room | 75       | \$75.00                   | \$150.00                |
| Friends Community Room  | 20       | \$25.00                   | \$50.00                 |

**Fees are payable to Northville District Library; due on the day of the meeting.**

**EQUIPMENT**

Carlo Meeting Room: Six 6-foot tables (3 per room), chairs and projection screen included.  
Friends Community Room: Six 5-foot tables, chairs, 80" TV, and large whiteboard included.

No. Tables Needed: \_\_\_\_\_ No. of Chairs Needed: \_\_\_\_\_

Microphone \_\_\_\_\_ Projector (for your own computer) \_\_\_\_\_ DVD/BluRay Player \_\_\_\_\_

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Note: I have read the accompanying Meeting Room Policy as well as this application form and agree, as a condition of and in partial consideration for the use of the meeting facilities, that my organization will leave the room and equipment in the same condition it was prior to our meeting; be responsible for any damage to the facility or damage/loss to any Library equipment; and release/hold harmless the Northville District Library from any and all claims for personal injury or property damage.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: Northville District Library 212 W. Cady St., Northville, MI 48167-1560 248-349-3020 Fax: 248-349-8250

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|------------|
| Staff Only |
| Setup:     |

|                |
|----------------|
| Staff Initials |
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