

**NORTHVILLE DISTRICT LIBRARY
REQUEST FOR MEETING ROOM**

***You must be a Northville resident to reserve a meeting room.
Rooms may be reserved no more than 3 months ahead.
Groups/individuals can reserve rooms up to 6 times per calendar year.***

Organization _____

Contact Person _____
(Please Print – Name of Responsible District Resident, Business, or Organization)

For profit or business Yes No Day Phone _____ Evening Phone _____

Fax Number _____ E-Mail Address _____

Address _____ City _____ Zip _____

Type of Event/Program Name _____

Day & Date Requested _____ Hours Requested _____ *(Include Setup/Cleanup Time)*

Room Requested _____ No. People Expected _____

MEETING ROOMS

ROOM	CAPACITY	For-Profit Fee	
		<i>(Half Day: up to 4 hours)</i>	<i>Full Day (4 hours-plus)</i>
Full Carlo Meeting Room	75	\$75.00	\$150.00
Carlo Meeting Room A	25	\$25.00	\$50.00
Carlo Meeting Room B	50	\$50.00	\$100.00
Friends Community Room	20	\$25.00	\$50.00

***Fees are payable to Northville District Library, and are due
by close of business on the last business day before 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 _____

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.

Signed by: _____ Date: _____

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

Staff Only

Setup:

Staff Initials