

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 – First and last name of Responsible District Resident, or name of Business, or Organization)

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

Fax Number _____ E-Mail Address _____

Address _____ City _____ Zip _____

Type of Event/Meeting 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>
Carlo Meeting Room	55	\$75.00	\$150.00
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, chairs, and two TV monitors included.
Friends Community Room: Six 5-foot tables, chairs, 80" TV, and large whiteboard included.

No. Tables Needed: _____ No. of Chairs Needed: _____

Microphone _____ TV Screen HDMI or connection (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