

# Novi Public Library Meeting Room Rentals

The Novi Public Library has six different Meeting Rooms available for rent during normal business hours:

Monday - Thursday 10am - 8:45pm, Friday - Saturday 10am - 5:45pm, Sunday 12 - 5:45pm

Room	Max. Capacity (chairs only)	Capacity (tables & chairs)	Max. # of Tables	Resident Fee	Non-Resident Fee
Whole Meeting Room	162	35 - 140*	18	\$90/hr	\$130/hr
West Meeting Room	90	30 - 70*	10	\$50/hr	\$70/hr
East Meeting Room	72	25 - 45*	8	\$40/hr	\$60/hr
Youth Activity Room	N/A	36	6	\$30/hr	\$50/hr
Board Room	N/A	20	1	\$20/hr	\$40/hr
2 <sup>nd</sup> Floor Meeting Room	N/A	10	1	\$10/hr	\$30/hr

**\*Capacities will vary greatly depending on set-up arrangement selected by renter.**

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

Room (Before/After Hours)	Resident Fee	Non-Resident Fee
Whole Meeting Room	\$110/hr	\$150/hr
West Meeting Room	\$70/hr	\$90/hr
East Meeting Room	\$60/hr	\$80/hr
Outdoor Patio**	\$110/hr	\$150/hr

**\*\*Patio capacity is 200. Must also rent Whole Meeting Room in case of inclement weather.**



45255 W. Ten Mile Road, Novi MI 48375 • [novilibrary.org](http://novilibrary.org) • 248-349-0720

Amended: 06/2017; 08/2017; 07/2019; 11/2019; 12/2019, 07/2023

## Equipment Rental

LCD Projector (or TV Monitor in Youth Activity Room)	\$20.00
Stage Panels (4'x8' - up to 4 available)	\$20.00 each
Tables (2.5'x6')	No Fee
Podium (Whole, West, East rooms only)	No Fee
Screen	No Fee
Laptop	No Fee
Presentation Remote	No Fee
Microphone (handheld or lapel - Whole, West, East rooms only)	No Fee
DVD/BluRay Player	No Fee
Extension Cords (up to 4 available)	No Fee
Whiteboard (with markers)	No Fee

### Booking

To make a reservation, please contact the Novi Public Library by calling **248.869.7204** or emailing [administration@novilibrary.org](mailto:administration@novilibrary.org). Applications are available at [novilibrary.org](http://novilibrary.org).

### Payment & Refunds

Payment is due in full within two business days to confirm reservation. A fee will be assessed to cover the cost of any damages. Room reservations are non-refundable but may be rescheduled within 60 days.

### Rental Time

Rooms are only available to renters during their specified rental time. Reservation requests must include adequate time for both set-up and clean-up.

### Alcoholic Beverages

Alcoholic beverages are allowed at the Novi Public Library 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 are allowed. The sale of goods or services is prohibited.

### Signage

Banners, literature, photographs or signage may not be placed anywhere outside of meeting room. Library will provide door sign with date, time, and name of organization/event and direct guests to correct room.

For full list of rules & regulations, please refer to the Novi Public Library Meeting Room Policy, available on our website and provided with application.

