



LIVONIA PUBLIC LIBRARY

MEETING ROOM DESCRIPTIONS & FEES

MEETING ROOMS A, B and C:

Rooms may be used individually or in combinations of two or three. Maximum number of chairs per room would be about 35 without tables or 24 with tables and chairs. We have four individual meeting room configurations you may choose from and we will setup the rooms based on your selection. The following equipment is included in the room rental as requested: a screen, projector, lectern with microphone, and a white dry-erase marker board. Food and drinks (non-alcoholic) may be brought into these rooms. Each of these rooms contains a sink with counter space. The rooms are available Monday – Thursday, 10 a.m. – 8:45 p.m.; Friday and Saturday, 10 a.m. – 4:45 p.m.; and Sunday (September – May) from 1 – 4:45 p.m.

MICHIGAN ROOM:

Same as above, except this room does not have a sink and counter space. The room has one glass wall which can be opened to the atrium. The Michigan Room is often used as a reception or break area in conjunction with the Auditorium. The Michigan Room is available Monday – Thursday, 10 a.m. – 8:45 p.m.; Friday and Saturday, 10 a.m. – 4:45 p.m.; and Sunday (September – May) from 1 – 4:45 p.m.

AUDITORIUM:

The auditorium has 290 fixed seats. There is a raised stage with a backstage dressing room. **Food and/or beverages are not allowed in the auditorium.** We have available a motion-picture size screen, projector, lectern with microphone as well as free standing microphones. All of this is included in the fee. The auditorium is available Monday – Thursday, 10 a.m. – 8:45 p.m.; Friday and Saturday, 10 a.m. – 4:45 p.m.; and Sunday (September – May) from 1 – 4:45 p.m.

MEETING ROOM FEES: All fees are per hour with a two-hour minimum and will not be pro-rated.

| | <u>Meeting Rooms</u> | <u>Auditorium</u> |
|---------------------|-----------------------------|--------------------------|
| Resident | \$ 20.00 | \$ 50.00 |
| Non-Resident | \$ 40.00 | \$100.00 |



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MEETING ROOM POLICIES

MEETING ROOM POLICIES:

1. All completed paperwork and payment must be received in the library's administrative office at least **two weeks before your event** or your room reservation will be cancelled. Room setups and equipment requests must be documented on the paperwork. Last minute requests cannot be accommodated.
2. Use of the meeting rooms will be restricted to once per month and reservations will only be accepted three months in advance as per the library's calendar.
3. Library programs, library meetings and library events will hold first priority for scheduling use of the meeting rooms.
4. Facilities may not be used for private social functions such as birthday parties, anniversary parties, funeral gatherings, wedding receptions, baby showers or other such gatherings or celebrations. The library reserves the right to determine activities appropriate for room use.
5. The library reserves the right to cancel any meeting.
6. Public use of meeting rooms may not interfere with the library's operation or disturb other library users. Meeting room users must observe the Library's Code of Conduct and all library policies.
7. Users shall not distribute personal or group literature, brochures and other materials to library patrons outside of the meeting room in the library building.
8. Users shall not use the library's name for any purpose other than to indicate the location of the meeting. The name, address, or telephone number of the library shall not be used as the address, information contact source, or headquarters for users renting the library meeting rooms.
9. The wood, walls and dividers in the meeting rooms may not be used to affix any sign, poster, paper, picture etc.
10. All groups assume responsibility for any fee associated with usage and assume the liability, costs and/or expense that may arise or be caused in any way by their use of the library meeting room. This liability includes but is not limited to equipment damage or loss, meeting room damages and/or cleaning expenses.
11. The library will make every effort to notify scheduled users of the unavailability of the meeting room in case of emergencies. In the event of cancellation of the use of the meeting room by the library due to an emergency, the library is not obligated to provide an alternate meeting space.

AUDITORIUM POLICIES:

All policies for meeting room use also apply to rental of the auditorium with the addition of the following:

1. Food and/or beverages are **NOT** allowed in the auditorium.
2. Lighting fixtures are not to be physically adjusted at any time.
3. If at any time you need adjustments made to the microphones, projector or any other equipment in the auditorium, please ask a library staff member for assistance.
4. Tape or any other sticky materials are not to be affixed to the stage. If there is a need to mark a section on the stage, you must check with administrative staff for approval of the material that will be used. Any damage will result in charges to the user for repairs.
5. Nothing is to be pinned or taped to the stage drapes.
6. If children are involved in your program, please keep them under adult supervision.

As the representative for this group/individual I agree to accept full responsibility to uphold the above policies and I will be in attendance at the event.

Signature: _____ Date: _____

Printed Name: _____

Any group/individual that fails to abide by the policies governing the use of the rooms/auditorium may be denied future use of the facilities.

To check availability, make reservations or with any other questions regarding meeting room use, please contact:

Margaret Hainsworth at 734-466-2452 or email mhainsworth@livoniapubliclibrary.org