

Meeting Room Reservation Information

Novi Public Library
45255 W. Ten Mile Road Novi, Michigan 48375
248.869.7204 / administration@novilibrary.org
novilibrary.org

Mon-Thur: 10am-9pm
Fri-Sat: 10am-6pm
Sun: 12pm-6pm

Phone reservations are available for the Novi Public Library by calling
248.869.7204 or email administration@novilibrary.org.

Administration Office Hours:

Mon-Thu: 10am-5pm
Fri & Sat: 10am-6pm

RENTAL OPTIONS	CAPACITY	RESIDENT FEE	NON-RESIDENT FEE
Whole Meeting Room	200 people	\$60 per hour	\$90 per hour
West Meeting Room	120 people	\$40 per hour	\$60 per hour
East Meeting Room	80 people	\$30 per hour	\$50 per hour
Youth Activity Room	36 people	\$25 per hour	\$45 per hour
Board Room	20 people	\$20 per hour	\$40 per hour
2 nd Floor Meeting Room	10 people	\$15 per hour	\$35 per hour
RENTAL OPTIONS	CAPACITY	RESIDENT FEE	NON-RESIDENT FEE
Prior/After Business Hours			
Whole Meeting Room	200 people	\$85 per hour	\$130 per hour
West Meeting Room	120 people	\$55 per hour	\$85 per hour
East Meeting Room	80 people	\$45 per hour	\$75 per hour
Outdoor Patio	200 people	\$100 per hour	\$150 per hour

Equipment Rental

Extension Cord; Screen; Microphone (hand held/lapel)	No Fee
Tables – 2.5'x6'; café – 31.5"x43.25"h	No Fee
TV/DVD Player	No Fee
Document Projector (Elmo)	No Fee
Whiteboard	No Fee
Presentation Remote	\$5.00
Video Projector (Youth Activity Room only)	\$15.00
LCD Projector (does not include laptop)	\$20.00
Laptop	\$20.00
Stage Panels 4'x8' (four available)	\$20.00 each
Videoconferencing	\$50.00

Alcoholic Beverages

Alcoholic beverages are allowed at the Novi Public Library during private events when the Library is not open to the public (certain restrictions apply).

Payment

Payment is due in full within two business days to confirm reservation. No security deposit is required. A fee will be assessed to cover the cost of any damages.

Cancellation and Refund Policy

Room reservations are non-refundable.

