

BALDWIN PUBLIC LIBRARY
300 W. Merrill Street, Birmingham, MI 48009
248 647-7339 / Fax: 248 647-6393

MEETING ROOM CONTRACT

ORGANIZATION NAME _____

CONTACT NAME _____ WORK# _____ HOME# _____

ADDRESS _____ EMAIL _____

NAME OF ROOM _____ # of PEOPLE _____

DATE OF MEETING _____ MEETING START TIME _____

ROOM RESERVED FROM _____ AM/PM TO _____ AM/PM

NAME AND/OR SUBJECT OF MEETING _____

ROOM SETUP: Lecture, Classroom, conference, etc. (See descriptions below)

Room Rentals: For non-profit groups For profit groups

Lecture style-chairs only

One room:

1-14 people	\$29 for each 4 hrs of use	\$55 for each 4 hrs of use
15-34 people	\$40 for each 4 hrs of use	\$80 for each 4 hrs of use
35-40 people	\$55 for each 4 hrs of use	\$110 for each 4 hrs of use

Two rooms:

40-75 people	\$70 for each 4 hrs of use	\$140 for each 4 hrs of use
over 75 people	\$80 for each 4 hrs of use	\$150 for each 4 hrs of use

Classroom style-tables and chairs forward facing only

One room:

1-24 people	\$40 for each 4 hrs of use	\$80 for each 4 hrs of use
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Two rooms:

25-50 people	\$80 for each 4 hrs of use	\$160 for each 4 hrs of use
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Conference style-tables with chairs all around

1-30 people	\$40 for each 4 hrs of use	\$80 for each 4 hrs of use
31-60 people	\$80 for each 4 hrs of use	\$160 for each 4 hrs of use

If refreshments are served: \$10.00 per each group of 15 people clean up charge

Use of Kitchen - \$20.00 per event (available if already renting adjoining room)

Computer Lab (12 person lab) - \$100 for 4 hours of use

Security/Cleaning deposit: A security/cleaning deposit equal to room rental rate will be charged to each group who rents a room. This fee will be returned once it is determined that compliance to all policies and guidelines was satisfactorily met.

Equipment and Supplies:

Coffee per 36 cup pot	\$35 each set up
Hot tea per 20 cup pot	\$15 each set up
Video Projector	\$25.00 per four hours
Overhead Projector	\$10.00 per four hours
Slide Projector	\$10.00 per four hours
Conference Phone	\$10.00 per four hours
Flipchart/Whiteboard	\$10.00 per four hours (no markers available)

After 4 hours, fee is doubled. Verification of non-profit status may be requested.

SECURITY DEPOSIT IN THE AMOUNT OF THE ROOM RENTAL FEE IS ALSO REQUIRED AT THE TIME THE CONTRACT IS SUBMITTED. THIS MUST BE A SEPARATE PAYMENT FROM ROOM RENTAL FEES AND CAN BE IN THE FORM OF A CHECK OR CREDIT CARD THAT WILL NOT BE CASHED OR CHARGED PRIOR TO THE COMPLETION OF THE EVENT.

I have read the BPL Meeting Room Policy and agree that my organization will be responsible for any damage to the facility or damage or loss of library equipment. The renter releases and holds harmless the Baldwin Public Library for any and all claims for personal injury or property damage. The renter agrees the room will not be used for commercial purpose or for any financial gain.

LIBRARY HOURS: M-Th 9:30am-8:45pm* Fri & Sat 9:30am-5:15pm* Sun 12:00pm-4:45pm*

*ROOM MUST BE VACATED 15 MINUTES BEFORE CLOSING TIME. THERE ARE NO EXCEPTIONS TO THIS RULE.
ROOMS ARE AVAILABLE ONLY DURING REGULAR LIBRARY HOURS.

Signed by _____ Date _____

Print name & title _____ Library Card# _____

Return this contract with payment no later than one week prior to your meeting date.
Questions? Call 248 647-7339, ask for Ann.