

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)

| <i>Room Rentals</i> | <i>Resident & Contract Non-profit rate</i> | <i>Resident & Contract For-profit rate</i> | <i>Non-resident rate</i> |
|---|--|--|--------------------------|
| Lecture Style (chairs only) | | | |
| <u>One Room</u> | | | |
| 1-24 people | \$30 per 4 hours | \$60 per 4 hours | \$75 per 4 hours |
| 25-39 people | \$50 per 4 hours | \$100 per 4 hours | \$125 per 4 hours |
| <u>Two Rooms</u> | | | |
| 40-75 people | \$70 per 4 hours | \$140 per 4 hours | \$175 per 4 hours |
| over 75 people | \$80 per 4 hours | \$160 per 4 hours | \$200 per 4 hours |
| Classroom Style (tables and chairs facing forward) | | | |
| <u>One Room</u> | | | |
| 1-24 people | \$40 per 4 hours | \$80 per 4 hours | \$100 per 4 hours |
| <u>Two Rooms</u> | | | |
| 25-50 people | \$80 per 4 hours | \$160 per 4 hours | \$200 per 4 hours |
| Conference Style (tables with chairs all around) | | | |
| 1-30 people | \$40 per 4 hours | \$80 per 4 hours | \$100 per 4 hours |
| 31-60 people | \$80 per 4 hours | \$160 per 4 hours | \$200 per 4 hours |

Use of Kitchen: \$20 per event (must also rent adjoining Donor Room)

Computer Lab (12 person lab): \$75 for each 4 hours of use

Equipment and Supplies:

| | |
|------------------------|---------------------|
| Coffee per 10 cup pot | \$15 per 10 cup pot |
| Hot tea per 10 cup pot | \$10 per 10 cup pot |
| Video Projector | \$25 per 4 hours |
| Overhead Projector | \$10 per 4 hours |
| Slide Projector | \$10 per 4 hours |
| Conference Phone | \$10 per 4 hours |
| Flipchart/Whiteboard | \$10 per 4 hours |

A SECURITY/CLEANING DEPOSIT EQUAL TO ROOM RENTAL RATE MAY BE CHARGED. THIS FEE WILL BE RETURNED ONCE IT IS DETERMINED THAT COMPLIANCE TO ALL POLICIES AND GUIDELINES WAS SATISFACTORILY MET.

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*

***EARLIER START TIMES OR LATER ENDING TIMES MAY BE AVAILABLE IF ARRANGED AND APPROVED IN ADVANCE BY THE LIBRARY.**

Signed by _____ Date _____

Print name & title _____

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