

**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 &amp; Contract Non-profit rate</i>	<i>Resident &amp; Contract For-profit rate</i>	<i>Non-resident rate</i>
<b>Lecture Style (chairs only)</b>			
<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
<b>Classroom Style (tables and chairs facing forward)</b>			
<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
<b>Conference Style (tables with chairs all around)</b>			
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.**