

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEETING ROOM CONTRACT**

LIBRARY CARDHOLDER NAME (please print):

LIBRARY CARD NUMBER: _____

PHONE: _____ E-MAIL: _____

ORGANIZATION NAME: _____ Non-profit?

If your organization is a nonprofit, then proof (filing form preferred) of such status is required with the contract and payment to receive a nonprofit meeting room rate. If not received within two weeks, reservation will be cancelled.

ADDRESS: _____

CITY & ZIP: _____

DATE OF MEETING: _____ START TIME: _____ END TIME: _____

ANTICIPATED NUMBER OF ATTENDANTS: _____

MEETING ROOM PERIOD RESERVED:

- Monday Tuesday Wednesday Thursday
- 8:30am-12:30 pm 12:30-4:30 pm 4:30-8:30 pm
- Friday, 9:30 am-1:30 pm Friday, 1:30-5:30 pm
- Saturday, 9 am-1 pm Saturday, 1-5 pm
- Sunday, 12:30-4:30 pm

MEETING ROOM RESERVED AND ARRANGEMENT:

- Leslie Harcourt Green/Community Room – chairs and tables, max. 90
- Green/Community Room – chairs with speaker table only, max. 140
- Meeting Room 1 -- chairs and tables only—seating maximum 49
- Meeting Room 2 – chairs with one speaker table—seating maximum 54
- Meeting Room 3 – chairs and tables only—seating maximum 18

ADDITIONAL MEETING ROOM EQUIPMENT DESIRED, IF AVAILABLE:

- Data video projector DVD/VCR (remotes for DVP, DVD/VCR at reception)
- Wireless microphone (lavalier style) Assisted hearing devices
- Wireless microphone (floor/table stand style) Easel Coffee urns
- Use of warming kitchen Use of coat racks Overhead projector
- Grand Piano Lectern Cart with TV, DVD, VCR

PLEASE COMPLETE PAGE TWO OF FORM

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FACILITY & GROUNDS USE FEES EFFECTIVE APRIL 1, 2008					
Meeting Room	Capacity	Arrangement	Non-profit	Profit	Additional Charges
Leslie Harcourt Green/Community	Seating: 140	Either tables & chairs (max. 90) or Chairs only	\$100	\$200	Late end time: \$25 per each 5 minutes.
Meeting Room 1	Seating: 49	Tables & chairs only	\$50	\$100	Late end time: \$25 per each 5 minutes.
Meeting Room 2	Seating: 54	Chairs only	\$50	\$100	Late end time: \$25 per each 5 minutes.
Meeting Room 3	Seating: 18	Table & chairs only	\$0	\$50	Late end time: \$25 per each 5 minutes.

All meeting room rates are per four-hour period. Fees for multiple periods may be required, based on meeting start and end times.

FEES: \$_____ PAID VIA Cash Check Credit card (Fees added to library card account only)

Please note; No changes can be made to the arrangement of the rooms and no equipment can be added to the meeting room reservation at the time of the meeting.

I have read the accompanying Meeting Room Guidelines and agree, as a condition of and in partial consideration for the use of the meeting facility, that I will be responsible for any damage to the facility or grounds, and damage or loss of any equipment or furnishings. I release and hold harmless the Bloomfield Township Public Library from any and all claims for personal injury or property damage.

Signed by: _____ Date: _____

Printed name: _____ Library card #: _____