

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 requested: _____ # of People: _____

Date of meeting: _____ Meeting start time: _____ am/pm

Room reserved between: _____ am/pm and _____ am/pm

FEE SCHEDULE (check one)

Prices are determined per each four (4) hours of use. There is a four (4) hour minimum charge based on the room rented. If the reserved time is more than four (4) hours, the fee is prorated to the nearest half hour.

| | <i>Resident* & Contract Non-profit rate</i> | <i>Resident* & Contract For-profit rate</i> | <i>Non-resident rate</i> |
|---|---|---|--|
| Delos Board Room | <input type="checkbox"/> \$30 per 4 hours | <input type="checkbox"/> \$60 per 4 hours | <input type="checkbox"/> \$75 per 4 hours |
| Jeanne Lloyd Room | <input type="checkbox"/> \$40 per 4 hours | <input type="checkbox"/> \$80 per 4 hours | <input type="checkbox"/> \$125 per 4 hours |
| Tribute/Donor Room | <input type="checkbox"/> \$40 per 4 hours | <input type="checkbox"/> \$80 per 4 hours | <input type="checkbox"/> \$125 per 4 hours |
| Full Rotary Room (Tribute and Donor) | <input type="checkbox"/> \$80 per 4 hours | <input type="checkbox"/> \$160 per 4 hours | <input type="checkbox"/> \$200 per 4 hours |
| Computer Lab | <input type="checkbox"/> \$75 per 4 hours | <input type="checkbox"/> \$75 per 4 hours | <input type="checkbox"/> \$75 per 4 hours |

ROOM SETUP (check one)

- Delos Board Room Conference (only setup available for the Board Room)
- Jeanne Lloyd Room Lecture style (chairs only, maximum 40 seats)
 Classroom style (seated at tables, maximum 20 seats)
 Conference style (tables in U formation, maximum 20 seats)
- Tribute or Donor Lecture style (chairs only, maximum 35 seats)
 Classroom style (seated at tables, maximum 20 seats)
 Conference style (tables in U formation, maximum 20 seats)
- Full Rotary Room Lecture style (chairs only, maximum 100 seats)
 Classroom style (seated at tables, maximum 48 seats)
 Conference style (tables in U formation, maximum 40 seats)

*Resident is defined as someone who resides in Birmingham, Beverly Hills, Bingham Farms, or Bloomfield Hills

Equipment and Supplies:

- Use of Kitchen: \$20 per event (must also rent adjoining Donor Room)
- Coffee (10 cup pot) \$15 # of pots _____
- Hot tea (10 cup pot) \$10 # of pots _____
- Video Projector \$25
- Conference Phone \$10
- Flipchart/Whiteboard \$10

A security/cleaning deposit equal to the 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 to adhere to its terms. Moreover, I agree that my organization will be responsible for any damage to the facility or damage or loss of Library equipment. I have the requisite authority to bind the group or organization listed in this contract to the rights and obligations herein included. The renter releases and holds harmless the Baldwin Public Library for any and all claims for personal injury or property damage.

Library hours: Monday - Thursday 9:30am-8:45pm*
Friday & Saturday 9:30am-5:15pm*
Sunday 12:00pm-4:45pm*

*Earlier start times or later ending times may be available if arranged and approved in advance by the Library Director or his or her designee.

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