



Berkley Public Library  
 3155 Coolidge Hwy.  
 Berkley, MI 48072  
 248-658-3440  
 Fax: 248-658-3441  
 www.berkleymich.org

# CITY OF BERKLEY, MICHIGAN

## BERKLEY PUBLIC LIBRARY

### MEETING ROOM RESERVATION FORM

Name of organization: \_\_\_\_\_

Type of organization: \_\_\_\_\_

Date of rental: \_\_\_\_\_ Start and end time of rental: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Refreshments? Yes: \_\_\_\_\_ No: \_\_\_\_\_

I have read the meeting room policy and agree to adhere to its terms by signing below.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Meeting Room Fee Schedule	
Non-profit groups	\$10 per hour, 3 hour minimum
For-profit groups	\$25 per hour, 3 hour minimum
Projector rental	\$10
Microphone rental	\$10
DVD/CD/Blu-Ray player rental	\$5

**Check  
 Selections**

Staff use	
Date received	
Amount owed	
Date paid	

Room setup notes

# BERKLEY PUBLIC LIBRARY

## MEETING ROOM POLICY

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The meeting rooms of the library provide space for library and city activities and programs and provide a place for people to study and collaborate. The meeting rooms are also available for rent by the public.

1. Library programs and library or city meetings and events have first priority for the use the meeting rooms.
2. To rent a meeting room at the library, a completed Meeting Room Reservation Form must be submitted to the library. Payment is due the day of the rental before the group occupies the room. Checks should be made payable to the City of Berkley.
3. Any reservation request may be rejected, or any previously granted permission may be withdrawn, at the discretion of the library. The library reserves the right to limit the frequency of meeting room use by any group or organization.
4. Rental fees will be waived for civic organizations and community service organizations located within the City of Berkley. A fee schedule for other groups is included on the Meeting Room Reservation Form. Rates are presented for non-profit and for-profit groups. Proof of non-profit status may be requested. There are also fees for the use of the projector, microphone system, and DVD player.
5. Users of the meeting room cannot charge admission fees, nor can they use the room for any fundraising activities except library or city related events.
6. Use of the meeting rooms is generally limited to the library's normal hours of operation. Use outside of the library's normal hours of operations may be available if arranged and approved in advance.
7. Those using the meeting room will be held responsible for any damage or loss incurred during such use.
8. The full meeting room can accommodate 32 people seated at tables or can be divided into two separate rooms seating 24 or 8 people at tables.
9. Groups are welcome to move tables and chairs to meet their needs but must return them to their original places at the completion of their rental.
10. Food may be served in the meeting rooms so long as the group leaves the room in a clean and orderly fashion.
11. All users of library facilities must observe the library's Code of Conduct policy and all other library policies.
12. Use of the meeting room does not constitute or imply endorsement of the individual or group by the library or city.