

### ***Kitchen/Serving Area (continued)***

The following equipment is available in the kitchen:

- 1 small microwave
- 1 refrigerator
- 1 sink
- 1 icemaker

The following equipment is available for rental for use in the serving area:

- 2 Farberware 55 cup coffee urns
- 1 Farberware 30 cup urn for hot water

No dinnerware, flatware, stemware, serving pieces or linens are provided. Garbage is to be disposed of in proper receptacles available in the kitchen area.

The Library is not responsible for any equipment left in the Meeting Room, Auditorium, kitchen or serving area.

### **ROOM CAPACITIES**

#### ***Meeting Room***

The Meeting Room is 1,605 square feet and has a flexible chair and/or table arrangements.

The Meeting Room holds a maximum of 130 people with auditorium style seating or 80 people with classroom style seating.

#### ***Auditorium***

The Auditorium has fixed seating and holds a maximum of 155 people

**For an application and to check on availability please call:  
248-796-4360**



Southfield Public Library  
26300 Evergreen Road, Southfield, MI 48076, 248-796-4200  
www.sfldlib.org



## **Meeting Room / Auditorium Policy for Non-Profit Organizations**

The Southfield Public Library's Meeting Room and Auditorium are available for rental on a first-come, first served basis for meetings or programs of an educational, civic or cultural purpose sponsored by:

- Southfield and Lathrup Village designated non-profit organizations
- Southfield and Lathrup Village Neighborhood Associations
- Professional Non-profit Associations which have a member who is a Southfield or Lathrup Village resident with a Southfield Public Library card in good standing.
- Non-profit organizations are required to have a copy of their government form 501(c)(3) on file with the library.
- No organization will be excluded for religious or political reasons.

The Meeting Room and/or Auditorium **may not** be used for:

- Private social functions such as showers, birthday parties, etc.
- **Programs involving the sale, advertisement or promotion of commercial products or services are prohibited.** Fund raising is considered commercial, regardless of what other classification may apply to the sponsoring organization. Fees for items such as a meal or program materials are permissible as long as attendance is not dependent upon the payment of such fees.

## SCHEDULING POLICIES

The Meeting Room and/or Auditorium may be reserved no more than eight (8) weeks and no later than two (2) weeks in advance of the scheduled meeting.

Rooms are not intended for a group's regular meeting place; a group may reserve the Meeting Room and/or Auditorium no more than one (1) time per calendar quarter, up to a total of four (4) times per calendar year.

Meetings may be scheduled as follows. The Meeting Room and/or Auditorium **are not** available for rental on Saturdays or Sundays.

- Mondays through Thursdays: 9:00 am – 8:30 pm
- Fridays: 9:00 am – 5:00 pm

Final authority for determining eligibility of any organization shall rest with the Southfield Public Library Board or their designated representative in the Library. Meetings and programs sponsored or co-sponsored by the Southfield Public Library shall have first preference in the use of the facilities.

## RENTAL FEES FOR NON-PROFIT ORGANIZATIONS

### *Meeting Room or Auditorium*

Meeting Room rental fees include the use of a podium, fixed microphone and wireless microphone.

- \$80 for 2 hours of use (includes use of serving area, if requested and available)
- \$40 per additional hour over 2 hours (includes use of serving area, if requested and available)

### *Optional Items:*

- \$40 per hour for kitchen use
- \$50 for use of coffee urns (coffee is not provided)
- \$20 Registration table set-up in hallway

### *Audio Visual Equipment Rental:*

- \$40 2 hour use of projection system (DVD, video or computer/includes PC laptop for computer file presentations)
- \$30 per additional hour use of projection system (DVD, video or computer/includes PC laptop for computer file presentations)
- \$20 Slide projector
- \$20 Overhead projector

Payment of the rental fee may be made in advance or immediately prior to the event. Rental fees are nonrefundable unless reservations are cancelled at least 48 hours in advance. Any previously outstanding fees must be paid before a group is able to reserve meeting space.

### **Kitchen/Serving Area**

Food and/or refreshments may be brought in for an event in the Meeting Room only. Food and/or refreshments **may not** be served in the Auditorium. Use of the kitchen and/or serving area, located between the Meeting Room and Auditorium, for preparation and serving of light refreshments and snacks, may be arranged. Users agree to clean the kitchen and kitchen equipment immediately following the meeting. If the kitchen and/or kitchen equipment is not cleaned, a cleaning fee will be assessed.

The kitchen and serving area are located between the Meeting Room and Auditorium, and may be used by groups scheduling events in either location. The kitchen is a light food warming facility; it is not licensed for food preparation. Users are responsible for cleanup of kitchen and serving area.

Catering is limited to buffet style. Caterers are to arrive, depart and pick up their equipment only during the scheduled reservation times.



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