

WIXOM PUBLIC LIBRARY

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MEETING ROOM APPLICATION

Use of the Meeting Room is subject to the Meeting Room Policy and the Patron Behavior Policy. Please read them carefully. Applications can be emailed to wixom@wixomlibrary.org

Date Needed: _____ Day of Week: _____ Time: _____ to _____

Name of Organization: _____

Representative: _____ Position with group: _____

Address: _____

Telephone: _____ Email: _____

Type and subject of meeting: _____

Expected Attendance: _____ (30 maximum)

Equipment Needed _____ Projector (User must bring own laptop) _____ DVD Player _____

I am at least eighteen (18) years old and accept the conditions of the Wixom Public Library Meeting Room Policy and Patron Behavior Policy. Meeting in the Library does not in any way constitute an endorsement of a group's policies or beliefs by the Library Board of Trustees or Library staff. The Library Board of Trustees, City of Wixom or their employees are not responsible for any equipment, supplies, materials, or other items brought into the Library by any group or individual. All users agree to hold the Library harmless from any loss, damage, liability, costs and/or expense that may arise during or may be caused in any way by such use of the Library facility. Groups are responsible for any damage to the Library's equipment, room and/or furnishings. Repair costs will be paid by the sponsoring individual.

Signature: _____ Date: _____

OFFICE USE ONLY

Approved _____ Rejected _____ Reason: _____

Library Staff: _____ Date: _____ Total Charge: _____

Date Payment Received: _____ Cash Check Credit Card



WIXOM PUBLIC LIBRARY

49015 Pontiac Trail • Wixom, MI 48393

Phone: (248) 624-2512 • Fax: (248) 624-0862 • www.wixomlibrary.org

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Meeting Room General Information

The Wixom Public Library has one (1) meeting room available during business hours. Library programs and Board of Trustee business take first priority. Reservations are accepted on a first come, first serve basis. All users must vacate the meeting room fifteen (15) minutes prior to the Library closing. The meeting room has a maximum capacity of 30 people and features blackout shades, a drop-down screen and ceiling-mounted projector for presentations.

RENTAL RATES

Non-Profit Organization: \$20 for 4 hours. Each additional hour is \$5 per hour.

Applies to a non-profit corporation, government entity, or other organization that has the primary purpose of supporting the cultural, educational and informational needs and interests of the community

All Other Organizations: \$50 for 4 hours. Each additional hour is \$10 per hour.

Applies to all other groups that do not meet the definition of non-profit organization or residential group.

AVAILABLE EQUIPMENT

Tables and Chairs: 6 Tables 2.5'x6' | 30 Chairs

(Scheduled groups are responsible for setting up room.)

DVD and Blu-Ray Player

Projector and Screen

A/V CONNECTIONS

Users are responsible for bringing their own laptops and cables. Selected adaptors are available and are listed below. Library staff cannot always assist with equipment. Because technology evolves rapidly, users are strongly advised to make an appointment to test how outside equipment and software interacts with the projector in advance of use.

HDMI: The projector supports standard HDMI connections. There is also a VGA port for video and a mini audio plug (1/8" stereo) for audio if your device does not have an HDMI port.

USB-C: Some laptops and tablets use a USB-C port. A USB-C to HDMI adaptor is available.

Apple Products: Some Apple products use Lightning or Mini Displayport connections. These can be connected using the available Mini Displayport to HDMI or Lightning to HDMI adaptors.



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