

Meeting Rooms Fact Sheet

**Livonia Civic Center Library
32777 Five Mile Road
Livonia, MI 48154**

**Contact Person: Margaret Hainsworth, 734-466-2452 or email
mhainsworth@livoniapubliclibrary.org**

Wireless Internet Access and instructions for use is available.

Meeting Rooms A, B and C:

Seating capacity varies depending on how many tables are requested. Rooms may be used individually or in combinations of two or three. Maximum number of chairs per room would be 35 without tables or about 24 with tables. We have a variety of tables – round and rectangular – of various sizes which may be used in different configurations which we set up per user's request. The fees per room are: Non-Profit Resident - \$25.00, Non-Profit Non-Resident - \$50.00, For Profit Resident - \$50.00, and For Profit Non-Resident - \$100.00. **Fees are based on a four (4) hour block of time.** AV equipment is included in room rental as requested. We have available a screen, overhead projector, slide projector, TV/VCR/DVD, Lectern with microphone, flip chart, white dry-erase marker board, and chalk board. Food and drinks (non-alcoholic) may be brought into these rooms. We will provide a coffee urn if requested. Each of these rooms contains a sink with counter space. In addition, across the hall from these rooms is a full-service kitchen which may be used for an additional \$50.00 refundable fee. The \$50.00 is returned if the kitchen is left clean and nothing is broken. These rooms are available Monday – Thursday, 9 a.m. – 9 p.m.; Friday and Saturday, 9 a.m. – 5 p.m.; and Sunday (September – May) from 1 – 5 p.m.

Michigan Room

Same as above, except it does not have a sink and counter space. This room has one glass wall which can be opened to the atrium. The Michigan Room is often used as a reception or break area in conjunction with the Auditorium. This room is available Monday – Thursday, 9 a.m. – 9 p.m.; Friday and Saturday, 9 a.m. – 5 p.m.; and Sunday (September – May) from 1 – 5 p.m.

Auditorium

The auditorium has 291 fixed seats. There is a raised stage with a backstage dressing room. The fee for the auditorium is: Non-Profit Resident - \$100.00, Non-Profit Non-Resident - \$200.00, For Profit – Resident - \$250.00, and For Profit Non-Resident -

\$500.00. Fees are based on a four (4) hour block of time. There is no food or beverages allowed in the auditorium. We have available a motion picture size screen, overhead projector, slide projector, TV/VCR/DVD, Lectern with microphone as well as free standing microphones, flip chart, white dry-erase marker board, and chalk board. All of this is included in the fee. The auditorium is available Monday – Thursday, 9 a.m. – 9 p.m.; Friday and Saturday, 9 a.m. – 5 p.m.; and Sunday (September – May) from 1 – 5 p.m.

Joseph Jenkin Room

This room is located on the 3rd Floor and may be used during normal library hours excluding the weekends when it is not available to the public. The hours are 9 a.m. – 9 p.m. Monday – Thursday, and 9 a.m. – 5 p.m. on Friday. It is free of charge. The maximum number of people in this room is 12. There is a large conference table with chairs around it. We have available a screen, overhead projector, slide projector, TV/VCR/DVD, flip chart, and a white dry-erase marker board. No food or drink is allowed in this room.

All rooms must be reserved in advance. All forms must be filled out and fees paid at least 2 weeks prior to event.