

Policy: 412.0
Meeting Room Use
Adopted: 6/19/1990
Revised: 10/21/2019
Approved: 11/18/2019

AHPL welcomes the use of their meeting rooms for public gatherings of civic, cultural or educational nature. The rooms are not to be used for commercial or profit-making use, events or gatherings.

The meeting rooms are available to residents and the following groups in the City Auburn Hills:

- All civic, community, or educational organizations, whose purpose is non-commercial, non-partisan, and non-profit.
- Political groups whose purpose is for non-partisan or bi-partisan programs of an educational nature.
- Religious groups whose purpose is for non-sectarian or interdenominational programs.
- Commercial, industrial, or professional organizations whose purpose is for an educational nature which does not involve the sale of goods or services.

The decision to sponsor or co-sponsor a program must be approved by the Library Director.

Non-profit groups not based in the City of Auburn Hills may rent meeting rooms for a fee:

Large meeting room \$75.00

Small meeting room \$35.00

Any group renting a meeting room, must sign a contract in order to secure a date and all fees must be paid at that time. Groups not directly affiliated with the City of Auburn Hills may be limited to (4) meetings during a calendar year in order to accommodate general demand for use of the meeting rooms.

Reservations: Meeting rooms will be available for use during normal Library hours. Reservations must be made at least seven days in advance. Groups may reserve the room up to six months in advance by contacting our Marketing/Community Relations Coordinator. Cancellations or changes must be requested within 24 hours in advance. Repeated cancellations from a specific group will result in loss of future use of the meeting room. All fees are non-refundable.