

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.



RULES FOR MEETING ROOM RESERVATIONS/RENTALS

1. An individual must be eighteen (18) years of age in order to reserve a meeting room.
2. Youth groups require supervision by person(s) over eighteen (18) years of age.
3. Meeting rooms cannot be used for tutoring
4. Groups must abide by all Library policies including the AHPL Code of Conduct.
5. All groups are limited to no more than the maximum capacity permitted by fire code
6. Collection of dues or fees is prohibited unless prior approval from the Director.
7. Groups will not be allowed soliciting goods or services.
8. The Library does not assume responsibility or liability for personal items left unattended
9. The Library does not constitute an endorsement of the group's policies or beliefs
10. Only light refreshments (cookies, doughnuts, etc.) may be served in the meeting rooms.
11. Smoking, alcoholic beverages or illegal substances are not permitted on library property.
12. Any drinks that might stain, such those containing red or purple dye, is prohibited.
13. The kitchenette is not furnished with any supplies or utensils other than a refrigerator, coffee maker and sink. Persons using the meeting rooms must bring their own disposable supplies.
14. Meeting rooms should be clean and emptied by 8:50 p.m. Monday-Thursday or 5:50 p.m. on Friday and Saturday.
15. A fee of \$100.00 will be assessed if meeting rooms and or kitchenette is not left clean.
16. The exit doors must be kept clear at all times
17. If the Library is forced to close due to an emergency situation, the meeting room will not be available and the Library is not obligated to provide an alternate meeting space.

If you would like to reserve our small or large meeting room, please call (248-370-9466).

