

Policy: 412

Meeting Room Use

Reviewed: 7/11/2022

Revised: 11/14/2022

Approved: 12/12/2022

The AHPL Board of Trustees acknowledge that the library facilities belong to the community and permits room use at no charge to established nonprofit, civic, or educational groups/organizations who are located in the City of Auburn Hills.

A group shall not use the library's name for any purpose other than to indicate the location of the meeting. The name, address, telephone, or email address of the library shall not be used as the address, information/registration contact source or headquarters for any group using the library for meeting purposes, the only exception being the Friends of the Library.

The Library Director has the authority to approve or deny room use, and will make the decision on whether to sponsor or co-sponsor a program which will be promoted through the library's social media.

RESERVATIONS:

- Meeting rooms will be available for use during normal Library hours.
- Meeting room reservations require an AHPL card
- Meeting room reservations are limited to two (2) per month, per individual or group
- Reservations must be made at least seven days in advance.
- Groups may reserve the room up to six months in advance.
- Cancellations or changes must be requested within 24 hours in advance.
- Repeated cancellations from a group may result in loss of future use of the meeting room.

If you would like to reserve our Community Room or Small Conference Room, please register online at: ahplibrary.org/services/meeting-spaces

RULES FOR MEETING ROOM USE:

- An individual must be eighteen (18) years of age in order to reserve a meeting room.
- Youth groups require supervision by person(s) over eighteen (18) years of age.
- Groups must abide by the AHPL Code of Conduct.
- All groups are limited to no more than the maximum capacity permitted by fire code
- Groups will not be allowed soliciting goods or services.
- The Library does not assume responsibility or liability for personal items left unattended
- The Library does not constitute an endorsement of the group's policies or beliefs
- Only light refreshments (cookies, doughnuts, etc.) may be served in the meeting rooms.
- Smoking, alcoholic beverages or illegal substances are not permitted on library property.
- Any drinks that might stain, such those containing red or purple dye, is prohibited.
- The kitchenette is not furnished with any supplies or utensils other than a refrigerator,
- Persons using the meeting rooms must bring their own disposable supplies.
- Meeting rooms should be cleaned up and left in the same condition upon initial use.
- Meeting rooms should be vacated by: 7:45 p.m. Mon-Thurs/ 4:45 p.m. Fri- Sat.
- The exit doors must be kept clear at all times

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.

Hold Harmless

I agree to hold harmless the Auburn Hills Public Library (City of Auburn Hills) against and from any and all liabilities, obligations, damages, penalties, claims, cost, charges and expenses (including without limitations fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or assessed against the Auburn Hills Public Library (City of Auburn Hills) by reasons of any negligent or wrongful act on my part, or any failure by me to perform volunteer work.

The Auburn Hills Public Library (City of Auburn Hills), fully supports and complies with the laws which are enacted to protect and safeguard the rights and opportunities of all people, without being subjected or exposed to harassment or discrimination of any kind, including age, national origin, sex, race, religious affiliation, color, height, weight, or marital status.