



Auburn Hills Public Library  
 3400 E. Seyburn Drive, Auburn Hills, MI 48326  
 Contact: (248) 370-9466 / Fax (248) 370-9364

**Meeting Room Contract**

**Please Print**

Organization \_\_\_\_\_ #of people expected \_\_\_\_\_

Contact Person \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Work Phone \_\_\_\_\_

Address, City, Zip \_\_\_\_\_

Speaker (if any) or purpose of meeting \_\_\_\_\_

Date(s) of meeting \_\_\_\_\_ Room (circle one): LG SM

Room reserved from \_\_\_\_\_ to \_\_\_\_\_ Time meeting starts \_\_\_\_\_

\*\* (Remember to allow time for set-up and takedown)

Catering Company \_\_\_\_\_ Delivery \_\_\_\_\_ Pick-Up \_\_\_\_\_

**NO ENTRANCE TO BUILDING BEFORE THE LIBRARY OPENS  
 MEETINGS MUST END 15 MINUTES BEFORE LIBRARY CLOSING TIME  
 NO COLORED FRUIT DRINKS**

Fees: Large meeting room \$75.00  
 (Occupancy limited to 100)

Paid by: Check #: \_\_\_\_\_

Small meeting room \$35.00  
 (Occupancy limited to 30)

Waived fee per policy \_\_\_\_\_  
 (Signed Waiver form must be attached)

The following items must be reserved in advance for a fee of \$25. We will use the following equipment:

\_\_\_\_\_ DVD/Blu-Ray Player \_\_\_\_\_ Laptop Computer \_\_\_\_\_ Projector

**Please make check payable to City of Auburn Hills**

Rental includes the equipment checked below, and kitchen privileges in the large meeting room.

We will use the following equipment:

\_\_\_\_\_ 30-cup coffee maker \_\_\_\_\_ Podium w/microphone  
 \_\_\_\_\_ 58-cup coffee maker \_\_\_\_\_ Projector  
 \_\_\_\_\_ Projector Screen \_\_\_\_\_ Portable Microphone

Policy approved by Auburn Hills Public Library Board of Trustees on June 19, 1990.  
 Revised: October 16, 1990, October 27, 1998, February 23, 2010, January 24, 2012, March 25, 2014, and October 27, 2015.

I have received and read the Meeting Room Policy of the Auburn Hills Public Library, and I agree to abide by the policies established by the Library Board. I understand that my organization will be responsible for any damage to the facility or equipment. I release and hold harmless the Auburn Hills Public Library and the City of Auburn Hills and their officers, employees and agents from any and all claims, causes of action and lawsuits for personal injury or property damage. I understand that failure to comply with stated policies may result in financial penalties or refusal of the right to use the meeting room at a future date.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Library staff initials and date received \_\_\_\_\_



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### WAIVER OF MEETING ROOM FEE

As contact person for the Auburn Hills non-profit group \_\_\_\_\_  
(Group Name)

I hereby state that the non-profit organization has an Auburn Hills' mailing address or  
P.O. Box \_\_\_\_\_

(Address or P.O. Box)

I am able to produce, if asked, a copy of the non-profit's articles of incorporation, as  
filed with the State of Michigan and thereby request waiver of the standard \$75.00 /  
\$35.00 use fee for the Large/Small meeting room of the Auburn Hills Public Library.

Contact Person: \_\_\_\_\_

Card Number (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_



# Auburn Hills Public Library

## 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.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If under 18 years of age

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.