MEETING ROOM

PURPOSE:

The meeting rooms in the lower level of the Auburn Hills Public Library shall be used for public gatherings of a civic, cultural, or educational nature. The rooms are not to be used for commercial, profit-making, social gatherings or fund-raising events. Businesses sponsoring educational, cultural, informational or governmental/civic programs may use the meeting rooms provided the meetings are open and free to the general public.

1. The renting group may not charge admission fees for the event. Speakers at a program, such as authors, may sell their published materials with prior approval from the Library Director. Questions on appropriate use may be referred to the Library Director for final decision.

2. Non-profit groups that are based in Auburn Hills or that have a local chapter meeting in Auburn Hills, Auburn Hills' city government divisions, Auburn Hills Public Library card holders in good standing, and groups that provide support to the total library program shall not be charged a fee).
   - Based in Auburn Hills shall be defined as the organization having an Auburn Hills mailing address or Auburn Hills P.O. Box.

3. Non-profit groups not based in Auburn Hills will be charged a non-refundable fee of $75.00 for the use of the large meeting room, or $35.00 for the small meeting room.
   - “Non-profit groups” shall be defined as able to produce a copy of their Articles of Incorporation, as filed with the State of Michigan.

A contract must be signed by a representative of the group (the "contact person") in order to secure a date, and any fees must be paid at that time. If it is determined the group meets the requirements, a Waiver of Meeting Room Fee form must accompany the signed contract. Businesses sponsoring educational, cultural, informational or governmental/civic programs may use the meeting rooms provided the meetings are open and free to the general public for a fee.

4. Groups not directly affiliated with the City of Auburn Hills governmental unit shall be limited to use once per month. Multi-date reservations will be considered on a "case by case" basis.

5. The booking of any room entitles the user to sole use of that room only. However, groups who use the rooms may be asked to move to a different area, if the Library needs to schedule a program. Standard check-in and check-out procedures apply to all users. See "Reservations" section.

Policy approved by Auburn Hills Public Library Board of Trustees on June 19, 1990.
6. An individual must be eighteen (18) years of age in order to reserve a meeting room.

7. Youth groups require supervision by person(s) over eighteen (18) years of age.

8. Meeting Rooms cannot be used for tutoring.

9. Questions on appropriate use may be referred to the Library Director for final decision.

10. Groups must abide by all Library policies and conduct shall not violate local, state, or federal laws. Violations of any regulation may result in the immediate removal of the group from the Library. Violations are also subject to prosecution for any violations of any local ordinances and state or federal law. A person or group who is asked to leave the Library for violating the Meeting Room Policy is not entitled to a refund for their fee. The Library does not assume any responsibility or liability for the security of personal items left unattended.

11. The fact that a group is permitted to meet in the Library does not in any way constitute an endorsement of the group's policies or beliefs.

12. A group shall not use the Library's name for any purpose other than to indicate the location of the meeting. The name, address, or phone number of Auburn Hills Public Library shall not be used as the contact information or headquarters for any group using the Library for meeting purposes.

13. Any publicity regarding meetings at the Library must contain the following statement: "This program is neither sponsored nor endorsed by the Auburn Hills Public Library."

**Reservations:**

1. Meeting rooms will be available for use during normal Library hours only. Scheduled Library activities have precedence over any other use of the meeting rooms.

2. No entry to the Library will be permitted before the Library opens. Meetings must end 15 minutes before closing time in order to ensure that the building is vacated by Library closing time.

3. Reservations must be made at least seven days in advance and will be handled on a "first come, first served" basis. Groups may reserve rooms up to two months in advance. Cancellations or changes must be requested 48 hours in advance. Cancellations without 48 hours' notice will forfeit the meeting room fee. Two instances of failure to notify the Library of a meeting
Cancellation will result in exclusion from future use of the Library's meeting rooms.

4. Reservations must include set-up time and clean-up time within the time frame of the rental. The renting group assumes responsibility for any damage to the building or to borrowed equipment. A cleaning fee of $100.00 will be assessed if the meeting room and/or kitchenette are not left clean.

5. The person responsible for the meeting must sign in at the Adult Services Desk and provide a driver's license to be held during the duration of the meeting. The Library staff member will open the meeting room, inspect the room prior to the start of the meeting, and inspect the room again at the conclusion of the meeting. The patron's driver's license will be returned when the meeting is concluded and the room has been returned to the original set-up.

If you would like to reserve the large or small meeting room, please call (248) 370-9466 to schedule a date and time.

General Meeting Room Guidelines and Regulations:

Use of all Library meeting rooms will be restricted to the terms of the contract and intended activity.

Room capacities MUST be adhered to. Rental groups should not overflow into the hallways and disturb other patrons. Exits, corridors, and hallways must be free of obstructions at all times.

Staff will be performing their regular assigned duties and are not available for supervision of children. Supervision shall be required for all youth groups.

Accidents occurring on the property must be reported to the Library Director or Designee on duty.

Room temperatures are regulated and should only be adjusted by the Building Supervisor.

No alcoholic beverages are allowed on the premises.

Parking in the Library parking lot is limited. If you have a large meeting (30 or more vehicles), please encourage your members to car pool. You may also park in adjacent city lots after business hours.

Meeting Room Capacity, Kitchenette and Media Equipment Information:

our built-in ceiling speakers. The antique table in the room is for decoration only.
Nothing may be placed on that table. Nothing can be placed on the walls.

• The Kitchenette is not furnished with any supplies or utensils other than a refrigerator, microwave and sink. You may have events catered. Catering details are to be discussed at the time of making the reservation and clearly stated on the contract.
• Two coffee makers, a 30-cup and a 58-cup, are available for use. Directions for operation are in the right-hand drawer of the kitchenette. You must bring your own supplies. Be aware that the large coffee pot takes about 45 minutes to perk.
• No colored fruit drinks (such as red or orange punch or pop) may be served due to possible irremovable carpet stains.
• Use of the kitchenette by individuals or commercial caterers will be subject to the following:

  ❖ The Library will not accept shipments on behalf of a renter and/or catering company.
  ❖ The Library will not store renter’s equipment, food, or belongings prior to or after the rental time. All items left by a renter and/or catering company will be disposed of. There is no assumed responsibility for the renter or caterer’s items, possessions or equipment.
  ❖ The kitchenette shall only be available during the time period approved for each individual meeting scheduled.

• The Projector, Laptop Computer, DVD/Blu-Ray Player must be reserved in advance with the submitted Meeting Room Contract. A $25 fee will be charged for use of the Projector, Laptop Computer and DVD/Blu-Ray Player.
• Library equipment is for use in this building only.
• The individual responsible for the meeting must use his/her library card or driver’s license to check-out and check-in these items at the Adult Services Desk.
• Adult Services Desk staff will inspect the equipment before and after check-out.
• The Microphone is available for use in the large meeting room only.
• The microphone is kept with the sound system in the meeting room.
• The individual responsible for the meeting must sign for the key at the Adult Services Desk.

The Library will provide upon request written instructions on the use of equipment. Personal assistance is not provided.

SMALL MEETING ROOM: Approximately 15’ x 30’ (occupancy limited to 30): 6 tables, 30 chairs, pull-down screen, white marker board for dry-erase pens (you

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must provide your own dry-erase pens), easel. The kitchenette is not available for use when using the small meeting room. Nothing can be placed on the walls.

**Preparation and Clean-up Guidelines and Regulations for all Meeting Rooms**

The group using each room is responsible for set up and break down of the room. When reserving a room, please take into consideration how much time you need to arrange the room and set up refreshments.

Tables and chairs cannot be moved from room to room, nor can tables or chairs be borrowed from other areas of the Library. Tables seat a maximum of 8 people depending on the setup. If you need more than those provided you must bring your own.

Our tables are heavy, and may not be taken down. They may be moved to the sides of the room if you are not using them. When the meeting is finished, chairs and tables must be returned to the original set-up of the room prior to your meeting unless otherwise requested.

Any problems, malfunctions, or damages must be reported immediately to Adult Services Desk staff.

All food, beverages, decorations, displays, equipment or other materials must be removed from the meeting rooms. Please do not leave behind any food. This is a Health Department requirement.

All surfaces (tables, chairs and countertops), appliances and equipment affected by use must be wiped down and any other clean-up necessary must be completed before vacating the room.

The Adult Services Department staff shall inspect the room when clean-up is complete and the room is locked.

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Meeting Room Contract

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 Paid by: Check #:
(Occupancy limited to 100)
Small meeting room $35.00 Waived fee per policy
(Occupancy limited to 30) (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

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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 ____________

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: ____________________________

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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.