

The Library Meeting Room is available by reservation to organizations and groups from the community who agree to abide by these guidelines for its use.

1. Meetings shall be scheduled during regular Library hours. Meetings must be ended and participants exit the building before scheduled closing time.
2. Meetings must be of an educational or informational non-profit nature. Proof of non-profit status may be required.
3. No fees, dues or donations may be charged or solicited by the user for any program or exhibit, except for educational non-profit programs.
4. The group must secure all necessary performance licenses if showing a videotape or using a computer program in the Meeting Room and agree to indemnify the Library for failure to do so.
5. Programs and exhibits may not disrupt the use of the Library by others. Persons attending the meeting are subject to all Library rules and regulations.
6. Library facilities shall be left in a clean and orderly condition. Users shall pay the cost for repair of any damage to facilities. The Library will not be responsible for materials or equipment left in the building by users.
7. There will be no charge for use of the Meeting Room unless the request is for hours when the building is not open. In such cases, fees will be set accordingly. Donations to the library are always welcome.
8. If the Library sustains ascertainable extra costs, such as long distance charges, during the time the Meeting Room is in use, the group shall be responsible for payment of the costs.

The failure of the group to abide by the Library's general policies and regulations as well as the guidelines for use of the Meeting Room listed on this application may result in recession of the approval for use of the Meeting Room and/or refusal of reservations in the future.

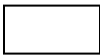

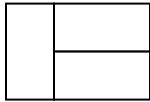
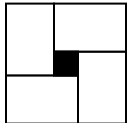
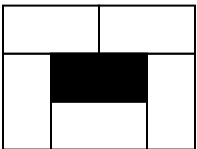
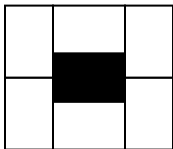
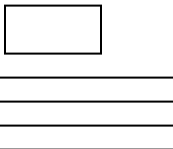
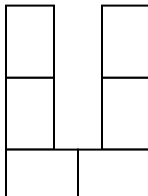
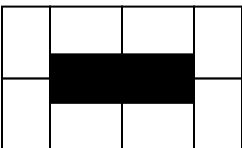
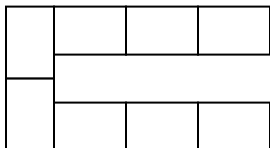
Activities sponsored by the Macomb County Library shall have priority over all requests for use of the Meeting Room. Booking for groups outside the Library will be on a first come, first served basis, on approval of the Director or Assistant Director.

The Meeting Room may be booked no more than six months in advance.

Granting of permission to use Library facilities does not constitute an endorsement by the Library of the users or their beliefs.

Please choose one of the following arrangements and fill in the application form with the letter of the arrangement you prefer. Room arrangement is not guaranteed. (Rev. 9/03)

Large meeting room arrangements:

A	 SEATS 6-8	B	 SEATS 8-10	C	 SEATS 10-13	D	 SEATS 12-16
E	 SEATS 15-19	F	 SEATS 18-22	G	 SEATS 70 Audience Style	H	 SEATS 18-34
I	 SEATS 24-28		J	 SEATS 24-46			