

**RIVER ROUGE PUBLIC LIBRARY
MEETING ROOM**

The meeting room of the River Rouge Public Library is available to community groups who conduct activities of a non-profit making nature. Meetings must be open to the public. Use of the meeting room shall NOT include an admission fee.

Meetings will only be scheduled during Library Hours. All meetings must be scheduled in advance with the Library Director. Library programs will have precedence for use of the meeting room.

The room must be left in the same condition in which it was found. Any tables or chairs that were rearranged should be returned to their original places.

No smoking is allowed in any part of the library building at any time.

The signing of this policy constitutes an agreement by the undersigned to adhere to the rules of the Meeting Room Policy and to ensure that no member of the group violates the rules set forth. Previously granted permission may be withdrawn for violation of the meeting room policy.

Date Requested:

Time Requested:

Group Name:

Purpose:

Contact Person:

Phone Number:

Drivers License Number:

Commission approved 5/25/2004