

ALLEN PARK PUBLIC LIBRARY

Policy for the use of special activities room

The use of library building as a meeting place is limited to:

1. Library connected functions
2. Allen Park organizations which do not reflect special interests (political, controversial or any that might be construed by the public as an endorsement by the library)

In no case shall the library be a regular meeting place for other than library connected groups.

Library building shall not be used:

- For functions which charge admission;
- For functions held for purpose of fundraising to benefit a cause other than the library;
- For functions by profit making organizations;
- For political activities of any kind.

When a conflict in scheduling arises between a library function and another meeting, the library activity shall have preference.

A request for the use of these facilities shall be made to the library director or staff member designated by the director.

When the meeting is approved, the chairperson for the event shall arrive at least 30 minutes before the meeting to set up the room.

The facilities available for use under this policy are limited to:

- The meeting room;
- The rest rooms.

The meeting room will be closed at the regular closing time of the library. The facilities are not available for public use when library is closed.