

# Oakland County Library Conference Room Policy West Wing Extension/Bldg. 14 East

Adopted by the Oakland County Library Board: February 22, 2006

**The Oakland County Library has three conference rooms in the West Wing Extension available for use by Oakland County government departments and divisions. Please call Sherry Hakim, Library Administration @29472 to make your reservation.**

**Reservations are accepted up to 5 months in advance of the requested date.**

**Please note that the Oakland County Library makes every effort to accommodate reservation requests. Meetings and programs sponsored by the Oakland County Library shall have first preference in the use of the facilities. Reservations are not guaranteed.**

**Final authority for determining the use of the meeting room space shall rest with the Oakland County Library Board or its designated representative in the Library.**

**Please remember that you and your meeting attendees will be visitors in a courthouse where legal proceedings are being conducted. Please extend consideration to building staff and the public as you hold your meetings.**

## Large Conference Room #223

- Located around the corner of the main hallway just before entering the West Wing/2<sup>nd</sup> floor
- Can seat up to 45-50 individuals
- Can be divided in half to form 2 rooms
- Has a drop down screen
- Has podium (on wheels)
- Has telephone and Oaknet outlets

## Library Board Room #229

- Located in the main hallway/2<sup>nd</sup> floor
- Can seat 10-12 individuals
- Has telephone and Oaknet outlets

## Law Library Training Room #245

- Located in the Law Library/2<sup>nd</sup> floor
- The Law Library Training Room is only accessible through the Law Library; therefore it can only be used when the Law Library is open.
- Can seat 20-23 individuals
- Has a drop down screen
- Has telephone outlets

- **When coming to use any of the conference rooms in the West Wing Extension, you must first stop at the Information Desk in the Law Library and sign out a key. Please return the key to the Law Library when you are done using the room.**
- **There is a kitchen adjacent to the Large Conference Room. Please feel free to use any of the items in there. The kitchen has a sink, refrigerator, microwave, and coffee pots. If you use the coffee pots, you will be responsible for supplying your own coffee, cups, cream, sugar, etc.**
- **There is an equipment room adjacent to the Large Conference Room. If you wish to reserve any equipment, please do that at the time you make the room reservation. Please return the equipment to the room when you are finished and always make sure the door is locked.**

### Requestor's Responsibility

- Moving any furniture
- Hanging and removing any signs directing people to conference rooms
- Providing your own materials: paper, pens, markers, etc.
- Removal of any remaining material left on the table or in the room
- If using the coffee pot, cleaning the pot and disposing of any unused coffee
- Making any security arrangements if you need to access the building after 5:00 p.m. or on weekends