

Adams-Pratt Oakland County Law Library Conference Room Policy
West Wing Extension/Bldg. 14 East

Adopted by the Oakland County Library Board: February 22, 2006; Amended: January 26,
2016

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

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

Please note that the Library makes every effort to accommodate reservation requests. Meetings and programs sponsored by the 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.

When coming to use any of the conference rooms in the West Wing Extension, you must first stop at the Information Desk in the 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 Courtroom W-3. The kitchen has a sink, refrigerator, microwave, and coffee pots. Please feel free to use any of the items in there. If you use the coffee pots, you will be responsible for supplying your own coffee, cups, cream, sugar, etc., cleaning the pots, and disposing of any unused coffee.

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.

Requestor's Responsibilities

- Moving any furniture and returning it to its original position
- 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
- Providing audio visual equipment if needed
- Making any security arrangements if you need to access the building after 5:00 p.m. or on weekends

Rooms Available for Use:

Library Board Room #229

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

Law Library Training Room #245

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