



Lapeer District Library

Marguerite deAngeli Branch

921 W. Nepessing Street

Lapeer, MI 48446

Phone: 810-664-6971

Fax: 810-664-5581

| |
|----------------------------|
| Reservation date: _____ |
| Time: In: _____ Out: _____ |
| Form completed by: _____ |

Library Administration
 201 Village West Drive S
 Lapeer, MI 48446
 Phone: 810-664-9521
 Fax: 810-664-8527

Clifford Branch
 9530 Main Street
 P.O. Box 233
 Clifford, MI 48727
 Phone: 989-761-7393
 Fax: 989-761-7541

Columbiaville Branch
 4718 First Street
 P.O. Box 190
 Columbiaville, MI 48421
 Phone: 810-793-6100
 Fax: 810-793-6243

Elba Branch
 5508 Davison Road
 Lapeer, MI 48446
 Phone: 810-653-7200
 Fax: 810-653-4267

Goodland Branch
 2374 N. Van Dyke Road
 Imlay City, MI 48444
 Phone: 810-724-1970
 Fax: 810-724-5612

Hadley Branch
 3556 Hadley Road
 P.O. Box 199
 Hadley, MI 48440
 Phone: 810-797-4101
 Fax: 810-797-2912

Metamora Branch
 4018 Oak Street
 P.O. Box 77
 Metamora, MI 48455
 Phone: 810-678-2991
 Fax: 810-678-3253

Otter Lake Branch
 6361 Detroit Street
 P.O. Box 185
 Otter Lake, MI 48464
 Phone: 810-793-6300
 Fax: 810-793-7040

Meeting room policy and request form

- **Library programming has precedence over room usage.** We reserve the right to cancel outside group usage with one week's notice.
- **Your participants must use street parking** (Washington Street, Louis Cramton Street, W. Nepessing), as we must reserve parking lot usage for library patrons.
- **We must have contact information for your group.** Do NOT print or publish the library's telephone number on your publicity.
- Monthly reservations may be set through the end of the calendar year. Weekly reservations are not available.
- **The room is available only during library hours.**
- All meetings should start fifteen minutes after the library opens and should end by fifteen minutes before library closing time.
- Non-profit groups may use the room at no charge. Businesses and for-profit group rental is \$10, which is payable on the day of the event. Checks are payable to: Lapeer District Library.
- You are welcome to serve food, however we provide no kitchen, utensils, or cleanup facilities. Smoking and alcoholic beverages are prohibited on library property.
- You are responsible for set up, and we ask that you return the room to its original condition.
- Damages are the responsibility of the group.

| | |
|-------------------------------------|-------------------------------------|
| Today's request: _____ | Room reservation date: _____ |
| Time requested: from _____ to _____ | |
| Organization name: _____ | |
| Address: _____ | |
| City: _____ | |
| Contact Person: _____ | Phone: _____ |
| Non-Profit <input type="checkbox"/> | For-Profit <input type="checkbox"/> |

I have read the Marguerite deAngeli Meeting Room policy and agree to abide by its terms. I confirm that the group information is correct.

Signature _____ Date _____

Return this completed form to us NO LESS THAN ONE WEEK prior to your meeting.

Please be sure to give the number of people in attendance to the staff member at the service center before you leave.

Maximum Occupancy is 45

| | |
|------------------------|-----------------|
| STAFF USE ONLY: | Comments: _____ |
| # of Attendance: _____ | |