

# Pasquotank County Library

100 East Colonial Avenue/ Elizabeth City, NC 27909

Phone (252) 335-2473 / Fax 252-331-7440

<https://pasquotanklibrary.org/>

*Kellen Whitehurst, County Librarian Denzil Phillips, Administrative Assistant*

## APPLICATION FOR THE USE OF THE PASQUOTANK COUNTY LIBRARY COMMUNITY ROOM

### POLICY STATEMENT

The Community Room is provided primarily for library-related activities such as exhibits, audiovisual programs, preschool classes, or other activities sponsored or co-sponsored by the Library. These activities take precedence over all other activities. The Library allows the use of the community room for civic, educational, philanthropic and social organizations. Use of the community room must not interfere with the operation of the Library. Meetings that would interfere with the work of the Library because of noise or other factors will not be permitted.

### COMMUNITY ROOM

#### Reservations

An official of the requesting organization must fill out an "Application for the Use of Community Room." This room is not finally booked until this form has been signed by the Library Director or Administrative Assistant. **Applications should be made at least two weeks prior to the meeting date.** Requests are granted in the order in which they are received and using the following guidelines:

- First priority for scheduling is for events sponsored by the Library and/or the government of Pasquotank County.
- Reservations for the community room will be taken on a first-come, first-served basis
- Community room is booked by the quarter. You may reserve the room starting one month in advance of the quarter.

1<sup>st</sup> Quarter: January – March

2<sup>nd</sup> Quarter: April – June

3<sup>rd</sup> Quarter: July - September

4<sup>th</sup> Quarter: October – December

- To allow use of the community room by as many community members as possible, only one reservation per week per organization is allowed. The Library Director must approve requests for an event that continues for more than one day.

- The Library reserves the right to reschedule confirmed community room reservations in order to use the space for programs or events sponsored by the Library.
- The community room will be unavailable whenever the library is closed due to holidays, inclement weather or other emergencies. Strict adherences to these time periods are essential.
- The library is not responsible for articles left in any part of the building.

## **RULES FOR USE**

A responsible member of the organization (at least 18 years old) who will see that all regulations are followed must make the reservation.

- The responsible member of the organization must check-in 15 minutes prior to the library closing.
- The Library must be notified if a meeting is cancelled no less than 24 hours prior to the start of the booking. If a group has not shown up after an hour, the booking will be released. Failure to meet the notification requirements could result in cancellation of current and future bookings.
- All programs and meetings shall be **free and open to the public**. No admission fee may be charged, and only voluntary donations may be collected. Groups may charge for materials used in the program or allow membership dues to be collected, but no other money transactions may be made. Under no circumstances may an individual or group use the rooms for personal or commercial gain. No products or services may be displayed, advertised, or sold on Library premises except when the library is benefited.
- Attendance at any meeting may not exceed the maximum capacities of the community room. Maximum capacity numbers for the community room is 40 people with tables and chairs and 72 people with chairs.
- Groups cannot put anything on the walls, windows or window fixtures.
- Each group is responsible for setting up chairs and tables for its meeting. When booking the room, allow time for set-up and clean up. The library cannot provide janitorial service. The community room and warming kitchen must be left in the same condition and arrangement they were found. The group is responsible for damage to the room or to library equipment. A fee may be charged to cover damage or heavy cleaning. Groups, which do not comply with this requirement, may be denied permission to use the community room.
- All utensils, plates, cups and paper products must be provided by the organization. They must be removed and/or disposed of following the meeting for which they are used.

- Each group is responsible for removal of their trash. You may dispose of your trash either in the dumpster beside the Public Safety Building on Elizabeth Street entrance or behind the Courthouse on the corner of Elliott and Colonial Street.
- All food and beverage must be confined to the community room.
- No alcoholic beverages will be allowed.
- No candles or warming burners may be used in the community room.
- Small children are welcome, but groups are required to provide supervision at all times both inside and outside the building.
- Use of library equipment must be requested when applying for use of the community room. Otherwise, groups meeting in the library should provide their own equipment. A Library staff member is not available to work the equipment.
- Furniture from the main area of the Library may not be brought into the community room without permission from the Library Director or Administrative Assistant.
- The exterior doors must be locked at all times when the Library is closed.
- If the Library is closed when your meeting ends, the person responsible for the community room must secure all community room doors to make sure they are locked.

## **PUBLICIZING YOUR PROGRAM**

The act of meeting at the Library does not constitute an endorsement by the Library of a group's policies or beliefs. Posters, flyers, and other publicity should not give the impression that the program is sponsored, or approved by the Library.

### **Restrictions**

At the Library Director's discretion, Community Room privileges may be refused or canceled for reasons including, but not limited to the following:

- Failure of a group to observe rules and regulation.
- Failure of a group to leave room and furniture in original condition – neat, clean and undamaged.
- Failure of a group to give advance notice of 24 hours in the event the group cannot meet.
- Disorderly conduct, disturbances, and parking problems caused by the group's meeting.
- False representation of the group and its planned activities.
- Use of alcohol in the Library facilities.
- Exceeding the occupancy limit.

## **CHECK LIST FOR CLOSING COMMUNITY ROOM**

After your meeting and before you leave, please check the following:

- Wipe all tables and chairs as necessary.
- If a vacuum is needed, there is one located in the storage closet.
- Clean any appliances that were used.
- Return furniture to its original location unless requested otherwise by Library staff.
- Turn off all lights.
- Close and lock the community room doors.

## **ADDITIONAL LIST IF MEETING CONTINUES AFTER LIBRARY HOUR**

- Check the restrooms to make sure they are empty.
- Please leave through the interior and the exterior exit door located on Colonial Street.
- Please report any spills on the carpet as soon as possible. We need to know what was spilled in order to apply the best cleaning method.

## **IMPORTANT**

If there is a problem securing the building, please call 252-331-1500 or 252-331-1511 at Central Communication. They will contact the Library Director or Administrative Assistant. Please remain at the Library until someone arrives.

**PLEASE NOTIFY A STAFF MEMBER AS SOON AS POSSIBLE IF THERE ARE ANY PROBLEMS WITH THE COMMUNITY ROOM.**

**Approved April 10, 2007 by the Pasquotank County Library Board of Trustees**

**Amended September 29, 2009**

**Amended January 11, 2011**

**Amended May 17, 2011**

**Amended September 11, 2012**

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## APPLICATION FOR THE USE OF COMMUNITY ROOM

Application Date: \_\_\_\_\_

Full Name of Organization: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Community room is booked by the quarter. You may reserve the room starting one month in advance of the quarter. Maximum capacity is 40 people with tables and chairs and 72 people with chairs.

1<sup>st</sup> Quarter: January – March

3<sup>rd</sup> Quarter: July – September

2<sup>nd</sup> Quarter: April – June

4<sup>th</sup> Quarter: October – December

Quarter (Circle One): 1<sup>st</sup>    2<sup>nd</sup>    3<sup>rd</sup>    4<sup>th</sup>    EST. ATTENDANCE: \_\_\_\_\_

**A separate application must be completed for each day a meeting room is booked.**

Date: \_\_\_\_\_

Times: \_\_\_\_\_

I have read the regulations governing the community room and I agree to abide by them. I affirm that this organization is non-profit. I understand that the room is not booked until my application is approved and confirmed by the Library Director or the Administrative Assistant and that this process may take up to two weeks.

### PLEASE PRINT ALL INFORMATION:

Name of Contact Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(Street)

(\_\_\_\_\_) \_\_\_\_\_

(City/State)

(Zip)

(Phone #)

E-Mail Address: \_\_\_\_\_

### APPROVED BY:

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Application Approved (date)

\_\_\_\_\_  
Administrative Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Application Denied (date)