

# 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, Admin. Assistant*

## **POLICY STATEMENT**

The Library allows the use of the group study room for two or more people for civic, educational and philanthropic purposes. Use of the group study 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.

## **RESERVATIONS**

- Reservations for the group study room will be taken on a first-come, first-served.
- The Library reserves the right to reschedule confirmed group study room reservations in order to use the space for programs or events sponsored by the Library.
- The library is not responsible for articles left in any part of the building.
- Requests are granted in the order in which they are received.
- This room can only be used during normal library hours. The number of times this room may be scheduled each month will be based on demand.
- If the patron is over 15 minutes late, their reservation may be cancelled.

## **RULES FOR USE**

- Absolutely no tape, tacks or other materials are to be used to post notices on walls or windows
- Group Study room privileges may be refused or canceled for failure of a group to observe rules and regulations and failure of a group to leave the room and furniture in original condition – neat, clean and undamaged.
- I have read the regulations governing the group study room, and I agree to abide by them.

## **APPLICATION FOR THE USE OF THE GROUP STUDY ROOM**

Application Date: \_\_\_\_\_ EST. ATTENDANCE: \_\_\_\_\_

### **PLEASE PRINT ALL INFORMATION:**

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

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

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

(Street)

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

(City/State)

(Zip)

(Phone #)

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

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

**A separate application must be completed for each day the group study room is booked.**

*Your source for Information, Education and Entertainment*