

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

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

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

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

**The community room may be reserved one month in advance.**

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

Start time: \_\_\_\_\_ Ending time: \_\_\_\_\_

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 one week.

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

**PLEASE PRINT ALL INFORMATION:**

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

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

(Street)

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

(City/State)

(Zip)

(Phone #)

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

**APPROVED BY:**

\_\_\_\_\_

Library Director

\_\_\_\_\_

Application Approved (date)

\_\_\_\_\_

Administrative Assistant

\_\_\_\_\_

Application Denied (date)

\_\_\_\_\_

Reason for Denial

## Reservations

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

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.

The community room may be reserved one month in advance. If request are submitted any sooner, they will be discarded. This is to keep the requests fair to all.

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.

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 monetary transactions are allowed. Under no circumstances may an individual or group use the room for personal or commercial gain. No products or services may be displayed, advertised, or sold on Library premises except when the library is benefited.

A separate application must be completed for each day you want to request the community room.

Attendance at any meeting may not exceed the maximum capacity of the community

room. The capacity of the room is 40 people with tables/chairs and 72 people with chairs only.

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 requesting the room please allow 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 any damage to the room or 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 Street and Colonial Avenue.

No alcoholic beverages will be allowed.

All food and beverages must be confined to the community room.

No candles or warming burners may be used in the community room. Only light refreshments may be served in the 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 the 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 for the individuals using the community room. Staff are only allowed to ensure equipment is turned on.

Furniture from the main area of the Library may not be brought in the community room without permission from the Library Director or Administrative Assistant.

The community room may not be used for any kind of party or holiday gathering.

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.

## **Cancellation Policy**

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

- Disorderly conduct

False representation of the group and its planned activities

Use of alcohol in the Library's facilities

Exceeding the occupancy limit

If the representative of the group who has reserved a room fails to check in with the library staff within thirty (30) minutes of the scheduled reservation, the library may, at its discretion, cancel the reservation.

### **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.

### **Checklist 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.

Turn off the projector and lights.

Fill out the slip provided with the number of people in attendance and put in container provided.

Please leave through the interior and the exterior exit door located on Colonial Avenue.

Make sure the exterior door (Colonial Avenue) is closed.

Report any spills on the carpet as soon as possible so we will 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 at Central Communication. They will contact the Library Director or Administrative Assistant. Please remain at the Library until someone arrives.

Unspoken Rule: Everyone shall be out of the community room and building by 9PM.

Email applications to Denzil Phillips at [dphillips@earlibrary.org](mailto:dphillips@earlibrary.org) or drop off at the front desk.