

## **CARTERET COUNTY PUBLIC LIBRARY**

### **POLICY ON THE USE OF THE CONFERENCE ROOM & PROGRAM/TRAINING ROOM**

As a service to the community the Carteret County Public Library, in cooperation with agencies of County government, provides a Conference Room and a Program/Training Room for library and county agency-sponsored activities and for the lawful activities of groups and individuals. In accord with the Library Bill of Rights, the library will make the Rooms available on an equitable basis, regardless of the beliefs or affiliations of groups and individuals requesting their use. Permission of the library to use the Rooms for an event does not constitute endorsement by the library or the county of that event or the beliefs, viewpoints, policies, or affiliations of its sponsors.

### **REGULATIONS GOVERNING USE OF THE CONFERENCE ROOM and PROGRAM/TRAINING ROOM**

#### **BEHAVIOR GUIDELINES**

Users of the Rooms are subject to all applicable library rules and regulations and may not disrupt the use of the library or county agencies by others. Responsibility for the enforcement and interpretation of this policy is delegated to the Librarian and/or his/her designee who may consult with the Library Board Chairman if necessary.

#### **RESERVATIONS**

The Conference Room and Program/Training Room may be reserved by the public for free programs up to 60 days in advance for use during the hours the library is open to the public.

Public use of the Rooms must begin and end in a timely manner so as to observe the regular library hours.

No group may reserve the Rooms continuously as a regular or frequent meeting place.

Library and county agencies activities receive first priority for use of the Rooms and their equipment.

Official requests to use the Conference Room or the Program/Training Room must be submitted on the library's "Application for Use of the Conference Room or Program/Training Room" and signed by an adult (18 years and older) who assumes responsibility for all meeting arrangements. Reservations are not official until the requesting adult has received confirmation from the library.

Adult supervision and responsibility are required for events involving or serving children.

#### **CANCELLATIONS**

Groups and individual are asked to notify the library immediately of any cancellation

#### **SALES PROHIBITED**

Sale of tangible property by any non-library sponsored group using the Rooms is strictly prohibited, as is any activity such as swapping, bartering auctioning, etc.

## FIRE AND SAFETY REGULATIONS

Fire code and safety regulations will prevail in limiting attendance. Fire exits may not be blocked. The official occupancy load for the Conference Room is 25 persons; the official occupancy load for the Program/Training Room is 49 persons.

Emergency evacuation maps are posted in both rooms and should be reviewed with the audience prior to events.

Aisles should be kept 36 inches from the doors entering and exiting the Rooms.

## FURNISHINGS AND EQUIPMENT

Individuals or groups using the Rooms assume all responsibility for damage to facilities and equipment. Activities will not be permitted that involve more than normal wear and tear on the facilities.

It is the responsibility of those using the Rooms to reserve needed equipment if available and to make sure they are properly trained in the use of the equipment ahead of time.

Groups are required to do their own arranging of chairs and furniture and setting up of equipment within their scheduled time.

Restrooms facilities are available in the library for program attendees.

## REFRESHMENTS

Light refreshments are permitted in the Rooms. All cookware, dishes, and eating utensils must be furnished by the user. Alcoholic beverages are not permitted.

## CLOSING PROCEDURES

All electrical equipment must be turned off and all furnishings and equipment must be returned to their original locations. All facilities must be left in a clean and orderly condition. Any spills or accidents must be reported. In the event the Rooms are left on a state of disarray that requires special cleaning, the user will be assessed cleaning charges.

The library and county agencies will not be responsible for personal materials or equipment left in the Rooms by users.

After the program, attendees must exit the building through the library.

The person in charge must inform the library staff when the program is over and report the attendance.

**FURTHER USE OF THE ROOMS MAY BE DENIED TO GROUPS OR INDIVIDUALS WHO VIOLATE THESE REGULATIONS OR OTHER APPLICABLE LIBRARY RULES.**

Adopted by the Carteret County Public Library Board of Trustees, October 27, 2009.

**CARTERET COUNTY PUBLIC LIBRARY  
APPLICATION FOR  
USE OF THE CONFERENCE ROOM or PROGRAM/TRAINING ROOM**

This application is for (check only one):

Conference Room: \_\_\_\_\_ Program/Training Room: \_\_\_\_\_

Name of Group/Individual: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Person in charge of program if different than applicant: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Date Room is wanted: \_\_\_\_\_ Program Starting/Ending Time: \_\_\_\_\_

Room use to be scheduled: From: \_\_\_\_\_ Until: \_\_\_\_\_  
(Includes time for set up before program and clean up afterwards)

Type of Program: Lecture \_\_\_\_\_ Meeting \_\_\_\_\_ Other, specify: \_\_\_\_\_

Subject of Activity or Program: \_\_\_\_\_

List library equipment needed (if available): \_\_\_\_\_

Will refreshments be served or will there be cooking? If so, please specify:  
\_\_\_\_\_

By signing this Application I indicate that I have read and agree to the library's "Policy On the Use of the Conference Room & Program/Training Room"

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

Library Use Only:

Approved \_\_\_\_\_ Date Notified \_\_\_\_\_ by \_\_\_\_\_ Actual Attendance: \_\_\_\_\_

**Carteret County Public Library, 1702 Live Oak Street, Beaufort, NC 28516  
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