

RANDOLPH PUBLIC LIBRARY -- MEETING ROOM/CONFERENCE ROOM REGULATIONS

As part of its commitment to serving this community, the Randolph Public Library provides meeting facilities for community groups, agencies and organizations subject to the following regulations:

The Meeting Room seats a maximum of 75. The Conference Room seats 12. These limits are set by the Fire Marshall and will be strictly enforced.

1. The Meeting Room and Conference Room are reserved on a first come, first served basis by calling the library (336-318-6801) or by visiting the circulation desk during regular hours of operation.
2. Reservations must be made by an adult (18 years of age or older) representative of the group.
3. Permission to use the library meeting facilities does not constitute an endorsement by the library of the user or user's beliefs.
4. Neither the name nor the address of the library may be used as the official address or headquarters of an individual or organization.
5. The meeting rooms are open to any non-denominational organization, business (non-profit or profit) or government agency.
6. Uses not allowed:
 - The meeting facilities cannot be used for:
 - Sectarian or denominational religious instruction, worship services or ceremonies.
 - Rallies, campaigns, etc. for specific partisan political candidates or issues. (Political party executive boards or committees can meet for planning or business purposes of their organization.)
 - Non-library related groups soliciting business or actively selling items or services.
 - Commercial purposes such as a meeting for the promotion or sale of products or services immediately or at a later time.
 - Non-library groups charging admission or soliciting donations.
 - Interviewing or recruitment of personnel or associates.
 - Activities likely to disturb regular library functions.
 - Fund-raising activities or events, except those sponsored by the library.
 - Any unlawful purposes.
 - No smoking or tobacco use.
7. Posters that conform to the size of a library provided easel can be used to announce the meeting on the day of the meeting only.
8. The maximum amount of meetings a single group can have in both rooms, is one per month.
9. The rooms can be used the following hours only. (Monday – Thursday, 9:30 AM to 8:30 PM; Friday 9:30 AM to 5:30 PM; Saturday 9:30 AM to 4:30 PM).
10. Meetings can be booked up to one year in advance, but no longer.
11. Organizations using the rooms take responsibility for arranging the furniture. Library staff cannot set up chairs or tables.
12. When reserving either room, organizations should allow sufficient time to clean the room. In the meeting room, stack all chairs and fold up the tables and place in the storage closet. Tables should be cleaned if food was served. Cleaning supplies are in the kitchen. The amount of time an organization needs to do this may vary, but a reasonable amount of time is one half hour.
13. Nonalcoholic beverages are permitted in the Meeting Room. A small kitchen with a sink is provided. Coffee pots are allowed. Hot plates, microwaves, warming trays, etc. are not allowed. Previously prepared foods can be brought in for a meeting.
14. No food or beverages allowed in the Conference Room.
15. Library staff cannot deliver messages to either room. However, a telephone is located in the kitchen adjacent to the Meeting Room. Calls can be transferred to that telephone. The direct number is: 336-318-6828. The Conference Room does not have a telephone.
16. Both rooms are well designed for acoustics. Public address systems or amplification is not needed or allowed.
17. Audiovisual presentations are allowed in the Meeting Room. The library has some audiovisual equipment available for use, free of charge. This includes overhead projector, slide projector, and video player. Inquire when reserving the room.
18. The Conference Room door should be closed during meetings. Audiovisual presentations are allowed. However, due to this room's location adjacent to the main reading room, a reasonable volume level must be maintained.
19. The maximum amount of time either room can be reserved is for one day.
20. Library-related meetings take precedence over any other.

FAILURE TO COMPLY WITH REGULATIONS OR ABUSE OF ANY OF THE ABOVE MENTIONED PRIVILEGES WILL RESULT IN SUSPENSION OF RIGHT OF USE.

Problems or complaints shall be submitted in writing to the Director of the library.

RANDOLPH COUNTY PUBLIC LIBRARY
Application for Asheboro Meeting Room/Conference Room Use

_____ Asheboro Meeting Room (75 standing; 60 seated)

_____ Asheboro Conference Room (12)

Name of Group or Individual: _____

Name of Representative: _____ Position: _____

Address: _____ email: _____

Home Phone: _____ Business Phone: _____

Type of Activity: _____ Expected Attendance: _____

Date of meeting: _____ Time: _____

I and my organization agree to abide by the policies and procedures of the library with regard to meeting/conference room use. I have initialed the items below to indicate that I understand and will comply with the library's Meeting Room and Conference Room policies.

_____ We will charge no admission fees except for those needed to cover the expense of providing the meeting (i.e., cost of meals, workbooks, etc.).

_____ We will not use the meeting to advertise or sell products, memberships or services immediately or at a later time, with the exception that clubs may collect dues from members. We will not use the meeting room for any purpose prohibited by library policy.

_____ We understand that the meeting/conference room will not be available until 30 minutes after the library opens and must be vacated and clean with tables/chairs stored by 30 minutes before the library closes.

_____ We will set up all tables and chairs and arrange the room for our meeting

_____ We will fold and store all tables and chairs at the end of our meeting, and leave the meeting room clean.

_____ We will notify the library at the time the meeting is booked of any audiovisual equipment needed, and will set up and prepare any audiovisual equipment borrowed from the library.

_____ We will be responsible for all communication with attendees about meeting times, cancellation, late arrival, etc.

_____ We will use the following words in all publicity: "This event is not sponsored by the Randolph County/Asheboro Public Library"

_____ We will refrain from publicizing or announcing our event until room approval is confirmed.

_____ As a representative of the above-named group or individual, being at least 18 years of age, I have read the library's Meeting Room and Conference Room Policy and agree to assume responsibility for adherence to them.

Signature of Applicant: _____ Date: _____

Fax form to 336-318-6823 or deliver to Asheboro Public Library, 201 Worth Street, Asheboro, NC 27203

FOR LIBRARY USE ONLY

_____ Approved _____ Disapproved Applicant Notified (date): _____

Signature of Director/Assistant Director: _____ Date: _____