

**RAMSEUR PUBLIC LIBRARY**

**Application for Meeting/Conference Room Use (capacity 49)**

Name of Group: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_ Attendance (EST): \_\_\_\_\_

**Ramseur Public Library Meeting Room Policy**

As part of its commitment to the community, the library provides free meeting space for community groups, organizations, agencies and businesses, subject to the following guidelines.

1. The library, its affiliated groups (Friends, Foundation, etc.) and its partners have first priority for use of all meeting facilities, except when otherwise required by law (such as elections).
2. You must be 18 years old or older to reserve a room for your group.
3. You may reserve an individual room for up to three bookings at one time.
4. Permission to use a room does not indicate an endorsement by the library or the Town of Ramseur of your group's viewpoints.
5. You may not use the name/address of the library as the official address of your group.
6. You cannot use the meeting facilities for:
  - Any activity likely to disrupt library functions, or any unlawful activity.
  - Worship services and ceremonies, and religious instruction; religious groups can meet for organizational, committee, planning, etc. purposes.
  - Political rallies, campaign events or fundraisers; political groups can meet for organizational, committee, planning, etc. purposes, and per NCGS 163-99 for precinct meetings and county/district conventions.
  - Commercial purposes, including but not limited to, the solicitation of business, the sale of products/services, or promotion of products or services for sale at a later time (however authors, artists, performers, etc. participating in events sponsored by the library or by library affiliated groups may sell their literary, musical, or artistic works during the event).
  - Fundraising, except for library affiliated groups.
  - Individual/family social events (parties, showers, etc.)
7. You can't charge admission, but your organization can collect dues and charge fees to recoup the cost of your meeting (food, learning supplies, etc.).
8. Time limit of 4 hours per session with said date and times subject to approval of the Town Librarian.
9. You must set up, take down and store, in the manner and storage space provided, any furniture you use.
10. You must clean the room as necessary following your event; spills/stains must be reported to library staff.
11. You can bring in non-alcoholic beverages. You can bring previously prepared food, but you cannot use hot plates, warming trays, microwaves, etc.
12. When using the facility after library hours: turn off the lights, make sure restroom is in good order with lights, water, and heat off. Lock the building. Return the key to designated area.
13. You must include the wording "This event is not sponsored by the Ramseur Public Library" in all publicity, and you must not publicize the event until your booking has been confirmed by the library.
14. The Library's Disruptive Behavior Policy applies to your group's use of the facilities.
15. Failure to follow this policy may result in your group's requests being denied in the future.

**I have read, understand and will comply with all the provisions of this policy.**

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

Library Use Only:                      Approved                      Not Approved

Librarian/Designee: \_\_\_\_\_ Date: \_\_\_\_\_ Date Notified: \_\_\_\_\_