



Addendum A

Agreement for Use of Multi-Purpose Room

(Please note time reserved includes set-up & clean-up)

Standard fee for MP Room is \$30/3-hours plus \$10/hr. thereafter

Non Profit Organizations are exempt.

GROUP OR EVENT _____

PERSON MAKING RESERVATION _____ **PHOTO ID (photocopy)** _____

TELEPHONE _____ **EMAIL** _____

TYPE OF PATRON (GROUP/INDIVIDUAL) *

_____ Department of County Government; any federal, state or city government agency

_____ Nonprofit organization

_____ For profit organization

_____ Social Meetings

Date	Times	# of Patrons	Key Out	Key In	Room checked

TO BE SIGNED BY PERSON IN CHARGE OF ACTIVITY

I affirm that I am the person in charge of the above scheduled meeting. I have read and understand the provisions of the POLICY FOR USE OF LIBRARY MEETING FACILITIES, THE GUIDELINES FOR THE DAVIE COUNTY LIBRARY PIANO, AND THE PUBLIC LIBRARY'S DISRUPTIVE BEHAVIOR POLICY, and agree that all meeting attendees will comply with the policies and regulations in their entirety. Policies include **"Absolutely no alcoholic beverages allowed; no loud music during Library normal operating hours."**

At the completion of the reserved time, I agree to:

- Clean all used areas including the public restrooms; bring cleaning supplies with you; see checklist.
- Remove all trash (dumpster is located behind the facility).
- Return all chairs, tables, and equipment to original positions: tables against the side and back walls, chairs stacked no more than 10 high against the wall or 20 per cart (see photograph in kitchen). If signs or decorations are hung ensure all materials including adhesives such as tape are removed.
- Properly secure the building and return any borrowed facility keys to the circulation desk or in the book drop, along with signed completed checklist.
- Report the total number who attended the activity and the time of departure. Room should be locked whenever group activity is completed.

Should any damage occur during the reserved time, I am responsible to arrange payment for such damage. The Library will determine the reasonable amount required for replacement/repair of damages or cleaning service required.

NOTE: All evening activities should be completed by 10:00 pm.

PLEASE BE CONSIDERATE OF THOSE WHO USE THE FACILITY FOLLOWING YOUR EVENT

*** EFFECTIVE IMMEDIATELY UNTIL FURTHER NOTICE: Due to COVID-19, the MPR Room Capacity and events policies will change according to guidelines and procedures recommended by the local Health Officials and the CDC.**

PLEASE SEE REVERSE SIDE



MULTIPURPOSE ROOM RULES

Below you will find the library rules and policies that must be adhered to for those who wish to reserve the Multipurpose Room here at the Davie County Public Library. We thank you for your continued patronage and support.

PROHIBITED USES

1. Alcohol and tobacco use of any kind are not permitted.
2. Loud music is not permitted.
3. Activities likely to disturb regular library functions are not permitted
4. Smoking, vaping, or open flame of any kind is not permitted in the library.
5. Per the library's mission statement, we do not allow social events of any kind for anyone under the age of 18, except events held by the educational institutions and organizations.
6. Minors are welcome to *attend* events that are being held for an individual over the age of 18.
7. If your event is during library hours, please be mindful of the noise level of your event so as not to disturb other patrons.
8. Political rallies, campaign events or fundraisers are not permitted; *however, political groups can meet for organizational, committee, planning, etc., purposes, and per NCGS 163-99 for precinct meetings and county/district conventions.*
9. Events for commercial purposes, including; sale of products/services; promotion of products/services for sale at a later time; and solicitation of business opportunities for the presenter or presenting entity are not permitted. *However, authors, artists, performers, and other presenters participating in events sponsored by the library or by library-affiliated groups may sell their literary, musical, or artistic work during the event.*

APPLICATIONS

10. Reservations may be made up to 3 months in advance of an event.
11. An individual/group/entity may hold up to 3 reservations at a time.
12. Reservation times must include all set-up and clean-up. We do not allow early access to the multipurpose room for decorating, cooking, set-up, etc. we will not accept/allow items to be delivered here prior to an event (such as floral arrangements, balloons, food, etc.) or to be left here after the event. All related décor, food, materials, etc. must be brought at the time of the event and taken with you when the event is finished.
13. A 24 hour notice of cancellation is required in order to receive a refund.
14. Nonprofit organizations must bring their 501 (c) (3) form to waive rental fees.
15. Every person making a reservation will need to leave a photocopy of their driver's license or ID.
16. A request for a reservation is subject to denial/cancellation at the library's discretion.

FEES

17. The room use fee is \$30 (minimum) and covers 3 hours of use. For each additional hour, the fee is an additional \$10/hour (this includes half hours).
18. ALL fees must be paid in full and the room-use agreement signed by the responsible party no less than 7 days prior to the event. Failure to do so will result in the event being cancelled.
19. A request for a reservation is not confirmed until the complete fee is paid, agreement signed, copy of photo ID and proof of nonprofit status (as applicable) supplied.
20. Entities with Non-Profit status who can provide proof of said status are exempt from paying the \$30 fee. All other organizations, excluding county government, are required to pay the fee. The Director will make the final decision if there is a question as to whether a fee is to be paid.
21. There is a \$50 fee for lost keys (either the room key or the bar key).
22. Should any damage occur during the reserved time, responsible person will have to arrange payment required. The library will determine the reasonable amount needed for replacement/repair of damages or cleaning services.

RULES AND REGULATIONS

23. The Multipurpose Room must be cleaned after use. This includes vacuuming the carpet, wiping down table/countertops/chairs, cleaning the kitchen I fused (all appliances, mopping the floor, etc.) ensuring the public restroom is left clean (for after-hours events), and all trash bagged and taken outside to the dumpster. After the event, you must return the tables and chairs to the position they were in prior to the start of your event. Tables need to be stacked along the side/back walls and not blocking any door exits, chairs should be stacked along the wall not more than 10 chairs per stack unless on the rolling racks then 25 chairs per rack, please see the diagram in the kitchen.
24. If your event is after-hours, you will receive a key to the multipurpose room door. Keys must be picked up during open hours. If you do not pick up the key, please do not contact county emergency services. Signing this document means that you a key **MUST** be picked up before your event if the event is **NOT** during regular business hours. There will be **NO** response form the emergency services and you will forfeit the use of the room and any refund of your fee if you fail to pick up the key. This key must be returned immediately following the event.

If the library is closed, please place your key and completed checklist in the envelope we provide you, seal it and put it in our after-hours book drop box.

Do not take the key home with you. If you have used the push bar key to open the front library doors for your event, please be sure to lock those doors at the end of your event and return the push bar key to its spot hanging in the kitchen.

25. Groups will not be permitted to post any signs or materials on library property.
26. Meetings must be free and open to the public/media.
27. Multipurpose Room is intended for meetings and educational purposes, not for activities that will cause undue wear on the room or equipment.

Please initial that you have read these rules _____ Date _____

LIBRARY HOURS

Monday-Thursday: 9am-8:30pm

Friday: 9am-5:30pm

Saturday: 9am-3pm

Sunday: 2pm-5pm

If your event begins before/after regular library operating hours it is your responsibility to pick up a key to the Multi-Purpose Room/front door and after use checklist. If you do not pick up the key before your event DO NOT contact county emergency services (911). They will not respond and you forfeit the right to use the building for your event as well as the fee. It is your responsibility to pick the key before your event during the hours the library is open.

Keys can be picked up during normal library operating hours, no more than 24-48 hours before your event.

Staff: As you complete this form verify that all information is complete and make sure to give the photocopy of the agreement, MPR Checklist and the MPR rules to the person making the reservation.

Signature _____ Date _____ Staff _____
Fee paid _____ **Receipt** _____ Date _____ Staff _____

In reference to DCPL Policies, Addendum A, p. 33, revised 7/2019:
Davie County Public Library Trustees approved that, until further notice, the fourth item under TYPE OF PATRON, be amended to read "Social Meetings", rather than "Social Activities". This motion passed.
11/18/2020.