



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 is 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 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 operating 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, including presentations whether for-profit or non-profit that may result in later for-profit 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/do not allow items to be delivered here prior to an event (such as floral arrangements, balloons, food, etc.) or to be left here after an event. All event 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 copy of their 501 (c) (3) form.
15. Every person making a reservation will need to leave photocopy of their driver's license or ID.

FEES:

16. 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).
17. 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.
18. Department of County Government, any federal, state or city government agency, educational institutions and nonprofit organizations will be exempt from paying the usage fee.

19. There is a \$50 fee for lost keys (either the room key or the bar key).
20. 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 service.

RULES AND REGULATIONS:

21. The Multipurpose Room must be cleaned after use. This includes vacuuming the carpet, wiping down table/countertops/chairs, cleaning the kitchen if used (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 stacked along the side/back walls and not blocking any doors or exits, chairs lined up in 7 rows of 7 on both sides of a center aisle beginning 10 feet back from the front wall, please see diagram in the kitchen).
22. If your event is after hours, you will be given a key to the multipurpose room door. 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 provided 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.

23. Groups will not be permitted to post any signs or materials on library property.
24. Meetings must be free and open to the public/media.
25. MP 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 _____