



# Pasquotank County Library

*Your source for Information, Education and Entertainment*

**Kim Perry**  
County Librarian

**Julian Sawyer**  
Branch Manager

## **APPLICATION FOR THE USE OF THE PASQUOTANK COUNTY LIBRARY MEETING ROOMS**

Application Date: \_\_\_\_\_

Full Name of Organization: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Preferred Meeting Room: \_\_\_\_\_

(Group Study Room, Community Room, or Programming Room. Descriptions of each room can be found below)

**The meeting rooms may be reserved one month in advance.**

Date: \_\_\_\_\_ Start time: \_\_\_\_\_ Ending time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

I have read the regulations governing the library meeting room and I agree to abide by them. I affirm that this organization is non-profit. I understand that the room is not booked until my application is approved and confirmed by the Branch Manager and that this process may take up to one week.

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

### **PLEASE PRINT ALL INFORMATION:**

Name of Responsible Contact Person: \_\_\_\_\_

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

(Street)

\_\_\_\_\_ ( ) \_\_\_\_\_

(City/State)

(Zip)

(Phone #)

E-Mail Address: \_\_\_\_\_

## **Pasquotank County Library**

### **Meeting Room Policy**

The Pasquotank County Library allows the use of library meeting rooms for civic and educational purposes. Meeting room use is permitted to non-profit groups regardless of their beliefs or affiliations. Use of meeting rooms for Library purposes takes precedence over other uses. The library meeting rooms shall not be used for commercial purposes, for the solicitation of business, or for profit. Granting permission for use of the meeting rooms does not imply Library endorsement of the aims, policies, or activities of any group.

#### **Rules for use:**

- All programs and meetings shall be free and open to the public and no monetary transactions are allowed. Attendance cannot be limited only to an organization's members or specific individuals. Employee groups or commercial firms will be interpreted as educational groups provided management is not using the meeting as a sales or promotion-type meeting.
- Under no circumstances may an individual or group use the room for personal or commercial gain. Sales of books, works of an author or illustrator, and audio-visual materials are permissible only at library sponsored programs.
- Reservations for the library meeting rooms will be taken on a first-come, first-served basis. The Library reserves the right to reschedule or relocate to another library meeting space confirmed reservations in order to use the space for programs or events sponsored by the Library. Only one reservation per week, per organization is allowed.
- The Group Study Room and Programming Room can be reserved only during normal library hours: Monday-Friday 9:00am – 6:00pm and Saturday 9:00am – 1:00pm. The Community Room is available for after-hours use only when the room is reserved for a time at least fifteen minutes before the Library's scheduled closing.
- The Library's address or telephone number may not be used as the contact address for an individual or group using the library's meeting rooms. The use of the meeting rooms by a non-library group shall not be publicized in such a way as to imply sponsorship of the group's activities.
- Each group is responsible for setting up chairs and tables for its meeting. The meeting rooms must be left in the same condition and arrangement they were found as the library cannot provide janitorial service. Trash from an event can be disposed of either in the dumpster beside the Public Safety Building on Elizabeth Street entrance or behind the Courthouse on the corner of Elliott Street and Colonial Avenue.
- Smoking is prohibited. No food or beverages are allowed, except in the Community Room where light refreshments are permitted. Groups which do not comply with this requirement may be denied future use of library meeting rooms.

- Organizations must take reasonable precautions to avoid damage to equipment, furnishings and other library property.
- Meetings held in the library may not disrupt the general service of the Library. Noise and conduct are expected to be kept at a level that will not disrupt other library users.
- Library meeting rooms are not available for parties, holiday gatherings, or private functions.

### **Important**

When using the Community Room after regular Library hours, please leave through the interior and exterior exit door located on Colonial Avenue and ensure that the exterior door is closed.

**If there is a problem securing the building, please call 252-331-1500 at Central Communication. They will contact the Library Director or Branch Manager. Please remain at the Library until someone arrives.**

Email applications to Renita Burrus at [rburrus@earlibrary.org](mailto:rburrus@earlibrary.org) or deliver them to the Library circulation desk.

### **Meeting Rooms**

- **Group Study Room**  
A small room for individual study or small meetings
- **Community Room**  
A large room for meetings and programs with a projector and computer available. Light refreshments are permitted, provided the group cleans up. No food is to be left on the premises.
- **Programming Room**  
A medium size room with for meetings and programs with a computer, large monitor, and conference call camera system available.