

Policy on the Use of Pack Memorial Library Meeting Rooms

This policy provides regulations for the use of meeting rooms at Pack Memorial Library by community groups and organizations. The primary purpose of Library meeting rooms is for programs and events sponsored by the Library and the Friends of the Library. Library sponsored uses of meeting rooms will have priority in scheduling and the terms of this policy do not apply to Library sponsored events.

The Buncombe County Public Libraries make meeting rooms available to groups, organizations and businesses as part of the Library's mission to support the educational, cultural and civic activities of the community. The meeting rooms will not be booked for social events. These regulations are not intended to control the content of programs or events held in the meeting rooms, but to set basic terms and conditions for the use of the facility.

There are three rooms available for public use at Pack Memorial Library:

Activity Room

Capacity: 30 people.

Tables and chairs available.

Non-profit rate: \$10 for two hours

For profit rate: \$50 for two hours

Lord Auditorium

Capacity: 150 people

Chairs, tables, digital projector, screen and piano available. The auditorium is normally set up theater style.

Organizations may change the room arrangement if all chairs and tables are returned to their original location.

Non-profit rate: \$20 for two hours

For profit rate: \$75 for two hours

Computer Lab

Capacity: 20 people

18 Laptops with Windows XP and Microsoft Office Suite, 20 chairs and tables. No other programs may be installed on Library computers.

Non-profit rate: \$50 for two hours

For profit rate: \$100 for two hours

Cleaning charges, if necessary, will be assessed as follows:

Vacuuming and general clean-up	\$50
Carpet Cleaning	\$125
Chair and Table arrangement	\$25

Groups failing to vacate the meeting rooms at their assigned times will be assessed a charge of \$10 for each fifteen minutes (or fraction thereof) past that time.

Equipment needs must be specified at the time the room is booked and **all fees must be paid before the program is held**. Cancellations are the responsibility of the user and refunds are not offered. Repeated cancellations or failure to notify the library of cancellations may result in suspension of meeting room privileges.

Use of Library meeting rooms does not constitute an endorsement of the program or organization by the Library or Buncombe County.

The Library reserves the right to deny use of the meeting rooms to any organization, which in the opinion of the Library Director or Board of Trustees would be disruptive to the normal operation of the Library.

Requests for use of meeting rooms will be made to the administrative staff of the Library. **A written use agreement is required. Meeting rooms will not be reserved until the use agreement and fees are submitted.**

No admission charge may be levied and no one will be prevented from attending any event held in the library meeting rooms. No merchandise may be sold on library premises and no refreshments may be served or taken into the library.

Library staff will not page, take messages or provide administrative support for persons attending events in any meeting rooms.

Reservations are made on a first-come, first-serve basis. No organization may reserve a meeting room for the same date and time on a continual basis. Reservations will be taken no more than 90 days in advance. Meeting rooms are booked to organizations only, not individuals. Each use agreement requires the name of the organization, whether the organization is profit or non-profit, the name of the responsible individual, mailing address and telephone number. The library reserves the right to cancel the reservation of any organization upon four weeks notice if the facility is needed for a library-sponsored program.

Programs may not disrupt the use of the library by others. Persons attending programs and meetings are subject to all provisions of the Library's Rules of Behavior.

In order to reserve space, please fill out the Use Agreement and return with a check to: Buncombe County Public Libraries, 67 Haywood Street, Asheville, NC 28801 or email tammy.silver@buncombecounty.org (phone 828-250-4719)

Library Meeting Room Use Agreement

Name of Group _____

Name of Person Responsible _____

Phone _____ Email _____

Purpose of Meeting _____

Date of Meeting _____ Start Time _____ End Time _____

Room to be used (*select one*): Lord Auditorium Activity Room Computer Lab

Number of Persons Attending (*estimate*) _____

Will you need AV Equipment (projector in auditorium) _____
(please list)

My meeting is within the guidelines specified and I agree to the conditions as described in the Policy on Use of Library Meeting Rooms.

Signature _____ Date _____