



CABARRUS COUNTY PUBLIC LIBRARY

- Concord Library, 27 Union Street N, Concord, 28025; 704-920-2050; fax 704-784-3822
- Harrisburg Library, 201 Sims Parkway, Harrisburg 28075; 704-920-2080
- Kannapolis Library, 850 Mountain St., Kannapolis 28081; 704-920-1180
- Mt Pleasant Library, 8556 Cook St., Mt Pleasant 28124; 704-920-2311

www.cabarruscounty.us/library

APPLICATION FOR USE OF THE CABARRUS COUNTY PUBLIC LIBRARY’S PUBLIC MEETING ROOMS

(Please Note: Application must be submitted at least two weeks—earlier if possible – in advance of event.)

Date of Application: _____ Phone # for Public Information: _____

Name of Organization: _____

Name, Position in Organization, Contact Information of Person making application:

Name: _____ Position: _____

Address: _____ City _____ State/Zip Code _____

Telephone (Work) _____ (Home) _____ (Cell) _____

Email address: _____

My group requests the following room/s: (Please Select)

- | | | |
|---------------------|---|--|
| Concord Library | <input type="checkbox"/> Room (capacity: 22); | <input type="checkbox"/> Auditorium (capacity: 200; 120 with chairs) |
| Harrisburg Library | <input type="checkbox"/> Meeting Room (capacity: 80; 48 with chairs) | |
| Kannapolis Library | <input type="checkbox"/> Meeting Room (capacity: 173; 57 with chairs) | |
| Mt Pleasant Library | <input type="checkbox"/> Meeting Room (capacity: 55) | |

Date(s) of Meeting: _____

Meeting(s) will start at: _____ and end at: _____ Estimated # of Attendees: _____

(Please Note: All meetings must be held during normal library hours of operation and conclude at least fifteen minutes prior to the library’s closing time, unless otherwise approved by the Manager/Director.)

Purpose of the Meeting (See attachment for usage policy):

Refreshments may be served but must be limited to drinks and finger food. The group reserving the room is responsible for clean-up. Garbage cans, vacuum cleaner/carpet sweeper will be provided.

Will food and beverages be served: yes no

Will you need access to the kitchen? yes no
(Kitchen not available at the Kannapolis Library.)

Will you need to use Library equipment? If so please check all that applies. (Please note: you will be responsible for any damages incurred.)

- Wireless Microphone (Concord Only)
- Easel
- Tables (indicate # __)
- Overhead Projector (Mt Pleasant Only)

- Piano (Concord Only)
- DVD Player
- LCD Projector
- Laptop computer

On behalf of my organization, I have read the attached USAGE POLICY and agree to comply with all regulations governing use of the meeting rooms, and on behalf of my organization, to assume responsibility to assure that all policy regulations are met.

Signature: _____ Date _____

POLICY FOR COMMUNITY USE OF CABARRUS COUNTY PUBLIC LIBRARY MEETING ROOMS

Library meeting rooms are primarily used for Library programming and meetings of Library support groups and staff. Library activities take precedence in scheduling the meeting rooms. When the rooms are not in use for library-sponsored activities, they are available for community use.

ROOM CAPACITY*:

LIBRARY	ROOM	MAXIMUM CAPACITY (with tables/chairs)
Concord	Ruth Coltrane Cannon Auditorium	120
Concord	Meeting Room	22
Harrisburg	Meeting Room	48
Kannapolis	Meeting Room	57
Mt Pleasant	Meeting Room	55

*Local fire codes and/or available seating prohibit any occupancy in excess of those stated above when tables and chairs are included in room set up. Please inquire with staff if additional information is needed.

Library meeting rooms are available for civic, educational, cultural or other nonprofit-sponsored meetings. They are not available for strictly social purposes, fundraising events, sales or solicitation.

The Library Director/Library Manager may deny the use of library meeting rooms to any group that may have, in past use, been disorderly, presented objectionable materials or programs or violated the stated provisions of use.

All meetings must be scheduled to begin during regular library hours and end at least 15 minutes before closing time. Participants must be out of the building by closing time. Failure to vacate on time will jeopardize the group's future use of a meeting room.

Meeting rooms should be reserved at least two weeks (14 days) and preferably one month (28 days) in advance of the day of use. Rooms may be reserved no more than 90 days in advance, and an individual/group may have no more than three dates reserved at a single time without management approval. Reservations are made on a first-come, first-served basis. An application form must be completed and submitted to the Library.

Events in the library meeting rooms must not disrupt other uses of the library or disturb other library users.

Parents attending an event in the meeting room may not leave children under the age of 10 unattended in the Library.

No fees including admission or donations may be collected by any group other than Library support groups. Events sponsored by the Library or one of its support groups may allow sales by artists and writers.

In publicizing a meeting to be held in a library meeting room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity.

Organizations using the meeting rooms are responsible for the cost necessary to repair any damage done to the meeting rooms or contents of the meeting rooms during the period of use.

Organizations using the library meeting rooms may serve refreshments under the following conditions:

- Refreshments are limited to non-alcoholic beverages and finger food.
- The user is responsible for clean-up, including disposing of all unused food and beverages.
- Failure to follow these conditions may result in the organization being banned from using the library facilities in the future.

Cabarrus County Government is a smoke free workplace. Smoking is not permitted in any library facility. Open flames, including candles, are also prohibited.

Some audiovisual equipment is available for use. See the Application for details. The library will provide limited instructions on use of equipment and users must provide an individual who is capable of operating equipment.

Use of the piano at the Concord Library is limited to piano recitals organized by piano teachers and as part of approved library programs where use of the piano is an integral part of the event. The piano is tuned twice per year by the library. Piano teachers who wish for additional tunings must get approval from the Library Director, use the library's regular piano tuner and pay for the tuning themselves. The piano must remain plugged in at all times.

8-15

