



Greensboro Public Library Branch Meeting Room Contract

Requested date(s) and times: _____

(Only 3 consecutive meetings can be booked at one time; additional meetings may not be booked until the third and final meeting has taken place.)

Name of Organization: _____

Contact Person/Representative: _____

Address of Organization or Contact Person: _____

Phone Number where Contact Person may be reached: _____

Briefly describe the nature of the organization and the nature of the meeting to be held:

- All meetings are open to the public and the press
- Branch meeting room may only be reserved by non-profit groups and organizations
- Meeting room may NOT be used for private social functions such as parties, weddings or birthday celebrations
- Meeting room may NOT be used for worship services
- Meeting room may NOT be used for soliciting business, fundraising or actively selling items or services
- Groups may NOT charge admission or solicit donations for programs held in meeting room
- Banners, literature, photographs or signage related to the program may NOT be placed anywhere in the library without prior approval from the manager
- The library's contact information may NOT be used as the official address, phone number or headquarters of an individual or organization using the meeting room
- Furniture moved or rearranged for any meeting must be restored to its original location. Trash must be bundled and tied.
- Food served at a meeting must be bought pre-packaged or must be prepared by a caterer approved by the Guilford County Health Department.

May 25, 2011

Revised June 8, 2017

Revised August 21, 2017

- Groups must provide their own audio-visual equipment for meetings. They may use the drop down screen. If a group needs to use the library's projector or smart board, they must schedule a meeting with the branch, at least 48 hours before the meeting, to ensure capability of their devices and to learn how to operate the library's system.
- If a group causes any damage to the branch library's audio-visual equipment, the group will be financial responsible for repairs to the equipment.

By signing this document, I am indicating that I have read and understand the *Greensboro Public Library Branch Meeting Room Policy* in its entirety, and that I am willing to abide by the rules, restrictions and regulations stated within.

Name: _____

Date: _____