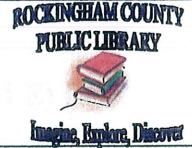




Rockingham County Public Library Vera Holland Community Center Policy



Department: Library	Policy #: 7.3	Pages: 4
Prepared by: Michael P. Roche	Effective Date: 10/01/2017	
Approved by Library Director: <i>Michael P. Roche</i>	Revised: _____ _____ _____ _____	
Approved by Trustees: <i>Robert H. Hentley</i>		
County Manager		
Signature: <i>Paul L. M...</i>		

Educational, civic, cultural, and governmental groups may reserve the Vera Holland Community Center (known as the VHCC) for their use. Other individuals or groups may reserve the Vera Holland Community Center for their use for social events in accordance with this policy.

The fact that a group is permitted to meet in the VHCC does not in any way constitute an endorsement of the group's policies or beliefs.

The VHCC is not available for meetings for political purposes except as mandated in NCGS 163-99.

The VHCC may not be used by commercial or denominational services. Public funds may not be used to pay for worship services, sectarian instruction, or proselytizing. This prohibition would not limit use of the VHCC by groups affiliated with a religious organization for purposes otherwise permitted by this policy.

Commercial or profit-making groups except for educational, motivational, or training sessions may not use the VHCC. The sessions should be for the benefit of employees or the general public. No admission charge may be required or in any way may funds be solicited during the program or received as a result of providing information on a registration form.

The VHCC is available for use between the hours of 7:00 a.m. and 11:00 p.m.

Group activities involving more than normal wear and tear on the VHCC will not be permitted.

The Library Board of Trustees must approve all non-monetary donations to the VHCC.

The following regulations must be observed in using the VHCC meeting rooms:

1. The rental of the VHCC will be assigned in the order of receipt of applications. Only one group may reserve the VHCC for each four hour block of time.
2. **SECURITY DEPOSIT: \$100.00 SECURITY DEPOSIT (REFUNDABLE) IS REQUIRED WITH ALL APPLICATIONS.**
3. **\$30.00 RENTAL FEE FOR UP TO 4 HOURS AND ANOTHER \$30.00 FOR EVERY ADDITIONAL BLOCK OF TIME UP TO 4 HOURS. ALL RENTAL FEES ARE RETAINED BY VHCC**
4. The Library has priority in booking the VHCC and is exempt from all charges.
5. Reservations for the use of the VHCC must be made no more than two months in advance. Exceptions are one-time events such as weddings, class reunions, anniversaries, and family reunions.
6. No individual or organization may reserve the VHCC for the same date for two consecutive years. **The exception is – If the date desired falls within one of the holidays recognized by the County, the Center may not be reserved on an annual basis (i.e. one year must be skipped before dates within the same holiday period could be reserved again).**
7. Reservations must include the name of the organization, time and date desired, number of persons expected, and name, address, and telephone number of the person responsible (the person who signs the reservation form), who must also furnish a picture ID. An application for use must be filled out and returned to the library a minimum of one day in advance prior to the function. Applicant must be at least 21 years of age. The person signing the reservation form, as the responsible party must be present at the VHCC during the entire time the event is taking place. Any intentional misrepresentation by the renter will result in the loss of the security deposit, a two-year ban from using the VHCC, and possible legal action.
8. Payment of the refundable security deposit and non-refundable rental fee must be paid at the time the application is submitted. Responsible party must pick up the key/key code from the library the day of the event during library hours. If the library is closed, then the key/key code must be picked up before the library closes prior to the event. **Sharing the key/key code with unauthorized persons will result in forfeiture of deposit.**
9. The VHCC and grounds must be left in a neat and orderly condition. The individual signing the rental agreement as the responsible party will be responsible for the condition of the VHCC, parking lot, and grounds. Tables and chairs must be left as they were found. Trash must be collected and removed from the VHCC. The staff will not be responsible for setting up the Center before the meeting, straightening the Center after the meeting, or operating any

equipment. The renter will be responsible for replacement of lost and damaged equipment, costs of any cleaning or repair work that the Library staff deems necessary.

10. The Library staff shall inspect the building and grounds before security deposits are returned. Five days will be allowed to inspect the premises before returning security deposits. If upon inspection of the building and grounds damage is discovered, the security deposit will be retained to cover the repair of damages and/or cleaning. In addition, if the costs required to repair damages and/or clean the building exceed the security deposit, the renter of the VHCC will be held responsible for these costs. The staff at the Stoneville Library will request refunds. These requests will be sent to Rockingham County Finance for payment in the next cycle of payments. This could take a few weeks to move through the process.
11. The security deposit may also be retained as a penalty for any violation of this policy.
12. The possession, serving, and/or use of alcoholic beverages and possession and/or use of illegal substances are prohibited in the VHCC and on the entire property. The use of tobacco products is prohibited inside the VHCC. No animals or pets are allowed in the VHCC without specific advance permission.
13. Bringing animals other than Service animals as outlined by G.S. 168 Article 1 into the building.
14. Openly carrying a weapon of any kind is not allowed in the VHCC or on the grounds, with the exception of those weapons carried by law enforcement officers.
15. No loud, unruly, or disruptive behavior of any kind is allowed on the premises.
16. There shall be no attachments of any kind to the ceiling, walls, or floor.
17. The VHCC shall be accessible to Library staff at all times.
18. Members of the library staff who are responsible for scheduling the use of the room must see handout literature, materials to be exhibited, and press releases prior to use. In the case of press releases this information must be seen prior to publication.
19. For a violation of one of these policies, local ordinance, or law and upon reasonable notice under circumstances, the Library staff may revoke permission to use the VHCC.

20. Meetings or events held at the VHCC may not disrupt the use of the Library or be disruptive to the adjoining neighbors.
21. Persons reserving the VHCC shall sign an agreement of responsibility for the use of the building and/or equipment. The person signing the reservation form, as the responsible party must be present at the VHCC during the entire time the event is taking place. Use of the VHCC will be limited by availability.
22. A meeting made up of persons under the age of 18 must have an adult responsible for the meeting and present during the meeting. The person signing the reservation form as the responsible party must be present at the VHCC during the entire time the event is taking place.
23. Use of the VHCC may be reserved as a regular meeting site for various group and/or club agencies, so long as it does not diminish the general availability of the Center for others. No group or organization shall be allowed to monopolize the use of the building.
24. Any individual renting the VHCC must be a resident of the County and be an active participant in the planned use.
25. The VHCC is not responsible for lost, stolen, or damaged items in the building, on the grounds, or damage to motor vehicles in the parking areas.
26. Neither the Library nor the VHCC will be responsible for any items delivered before an event or left after an event.
27. Renters of the VHCC may not use the Library parking spaces during Library hours. Violators' vehicles may be towed.
28. Parking at the VHCC will be allowed only in those areas so designated.
29. Misrepresentation by the renter on the reservation form or to the Library staff while making the reservation arrangements may result in loss of the security deposit, immediate dismissal from the property, and possible legal action.
30. Violation of any of these rules by the renter may result in up to a two year ban from using the VHCC.

Using the building before or after the allotted time will result in forfeiture of deposit.