



Library Meeting Room Policies

Chapel Hill Public Library has four meeting rooms available for public use. The Chapel Hill Library Meeting Room Policy seeks to support Chapel Hill's goal of creating a vibrant and inclusive community by:

- Ensuring library meeting rooms are accessible to all, including historically marginalized groups
- Communicating clear, equitable, and transparent guidelines for use of these community-owned spaces
- Supporting the Town's commitment to environmental sustainability, social equity, and stewardship.

Rooms available to reserve

Meeting Room	Capacity
Meeting Room A	84
Meeting Room B	162
Meeting Room C	26
Meeting Room D	12

Organization Types



1. Certified non-profit organizations

- a. Non-Profit organizations are defined as tax-exempt charitable organizations that either hold or have an application pending for 501(c)(3) status with the U.S. Internal Revenue Service.

2. Town of Chapel Hill

- a. Town of Chapel Hill organizations are defined as Town Council, Town Departments, Town boards, committees, commissions, and taskforces that are conducting Town business.

3. Political parties holding precinct meetings

- a. Political Parties are as defined by North Carolina General Statute § 163-96(a).

4. Everyone else

- a. “Other” organizations include all other groups and individuals not defined above

Room Usage Fees

Groups may be subject to one or more usage fees based on their organization type as defined above. There are three fee categories:

- Room rental fee
 - This is an hourly fee based on your room type and event length.
- Waste management fee
 - This is an opt-out fee based on whether your group agrees to adhere to our waste management guidelines.
- Staff support fee
 - This is an opt-in fee based on whether your group requires hourly library staff support during your event.



Nonprofit organizations are not required to pay room rental fees. Waste management and staff support fees are applicable.

Political Parties holding annual or biennial precinct meetings and county and district conventions are not required to pay room rental fees. Waste Management and staff support fees are applicable.

Town of Chapel Hill organizations are not required to pay any room-related fees when conducting the business of the Town.

All other groups and individuals are required to pay library meeting room rental fees. They are also subject to Waste Management and Staff Support fees as applicable.

Fees By User Group

	Room A Rental Fee	Room B Rental Fee	Room C Rental Fee	Room D Rental Fee	Waste Management Fee	Staff Support Fee
Nonprofit Organizations	NA	NA	NA	NA	\$100/event	\$25/hr
Political Parties	NA	NA	NA	NA	\$100/event	\$25/hr
Town of Chapel Hill Organizations	NA	NA	NA	NA	NA	NA
Other Groups & Individuals	\$150 / hour	\$150 / hour	\$75 / hour	\$75 / hour	\$100/event	\$25/hr



Reservations

- Room reservation requests are approved on a first-come, first-served basis. However, priority for room reservations goes to library-sponsored programs and Town of Chapel Hill events. These priority uses are not subject to the reservation guidelines or fee schedule listed below.
- Reservation requests can be made via the library's online reservation system, phone, or in-person at Chapel Hill Public Library.
- A group or individual may have up to 3 reservations at a time.
- Payment of fees, if applicable, must be received within 5 days of submitting a room reservation. If fees are not paid within 5 days after the reservation is submitted, the reservation will be canceled.
- Questions regarding denial of use or assessment of fees shall be addressed by the Library Director in consultation with the Town Manager.
- The Town reserves the right, under extraordinary circumstances, to pre-empt or cancel reservations and meetings or events. Should this occur, the Town will give as much notice as possible and will assist the affected group in finding another meeting site.

Responsibilities of Organizations Using Library Meeting Rooms

- Organizers are responsible for all room set-up, break-down, and operation before, during, and at the end of their event. All spaces, including the catering kitchen, must be returned to their original condition prior to the end of any event.



- Organizers may request staff support at an upcoming event, though staff availability is limited and not guaranteed. Use of library staff is subject to the hourly “Staff Support” fee.
- Organizers may request use of the library’s catering kitchen in advance when making room reservations. Users who do not request advance use will not be provided access to the catering kitchen.
- Events may not begin prior to the library’s opening time. All rooms, including the catering kitchen, must be vacated and returned to their original condition before library closing time unless prior arrangements have been made and approved by the Library Director or designee.
- Organizers are responsible for any and all damages to the facilities, equipment, and property. Payment will include the costs of all labor, materials, and supplies to repair or replace the damage to facilities.

Conditions of Use

- **Sustainability & Waste Management.** Organizers are strongly encouraged to comply with the library’s Sustainability & Waste Management Guidelines. (see below) Organizers who elect to not comply will be charged a Waste Management fee. Organizers are strongly encouraged to ask attendees to make green transportation choices, including bike, ped, public transport, carpooling. Large events taking place during library open hours may be required to ask attendees to park off-site. The event holder will assume all costs and responsibility for transportation to the venue.



- **Activities for Profit.** Admission fees may not be charged at the door for entrance to events in library meeting rooms. However, advance sales of ticket or admission charges for entry to private events are permitted. The exchange of goods or services in library meeting rooms is prohibited. Exceptions may be made by the Library Director or designee for library-sponsored functions and non-profit 501(c)(3) organizations conducting fundraising activities.
- **Signs and Advertising.** Posters or other signs advertising events in library meeting rooms may not be posted in the library unless previously approved by the Library Director or designee prior to the event. Signs may not be posted on meeting room windows. Decorations may not be nailed, tacked, or taped unless using painter's tape to any tables, walls, ceilings, or equipment.
- **Safety.** Organizers must take all necessary precautions to ensure the safety and well-being of all activity participants.
- **Indemnity.** The Organizer agrees to indemnify and hold harmless the Town of Chapel Hill and its officers, agents and employees from all loss, liability, claims or expense (including reasonable attorneys' fees) arising from bodily injury, including death or property damage to any person or persons caused in whole or in part by the negligence or willful misconduct of the user except to the extent same are caused by the negligence or misconduct of the Town.



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- **Liability.** CHPL and the Town assume no liability for the user's use of the equipment or facilities. As a condition of use of the equipment or facility, the user shall hold the library and Town harmless from any claim or liability arising out of any activity or conduct of the group or individual while using the facility in question.
- **Compliance.** Users are responsible for compliance with all ordinances, codes, policies, and laws related to the proposed use of Town buildings, grounds or parks, and must obtain all necessary permits for the proposed event.
- **Reservation of Rights.** CHPL reserves the right to prohibit use of facilities, for just cause, including, but not limited to, improper use or prior misuse of facilities, failure to abide by the provisions of this policy, disruption of library business, and failure to compensate the library for use and/or damages to a facility.
- **Non-Discrimination.** Library facilities are available on a non-discriminatory basis and need to accommodate individuals without discrimination because of race, creed, sex, national origin, age, economic status, sexual orientation, gender identity or gender expression.
- **Waiver of Terms.** The Library Director reserves the right to waive or vary any provision in this policy when doing so would more effectively serve the public's interest, except when prohibited by law.



The Library and the Town make no direct or indirect endorsement of and assume no obligation or responsibility for the activities of the individuals or organizations that make use of library meeting rooms.

Waste Management Policy

Library meeting room users are strongly encouraged to comply with these Sustainability & Waste Management guidelines. Event organizers who choose not to comply with these 5 guidelines will be charged a Waste Management fee.

1. Only reusable, recyclable, or 100% certified compostable food and drink products are allowed in library meeting rooms.
2. Single-use plastic and Styrofoam cups, plates, and utensils are not allowed in library meeting rooms. (See below to learn about borrowing our reusable kitchenware).
3. At the start of every event, organizers should tell attendees how to dispose of waste, share expectations, and point out the room's waste containers. Guidelines for proper disposal are posted in every room. Additional resources can be found in our [Green Events Toolkit](#). When in doubt, throw it out.
4. Organizers should monitor recycling, trash, and compost bins throughout the event to keep an eye out for contamination.



5. Organizers must remove all leftover food, drink, and supplies at the end of their event. Consider asking participants to take leftovers home or donate them to a local food pantry. Do not leave any food, drink, or supplies in the catering kitchen or meeting rooms. This includes the refrigerator.

Catering Kitchen Use

Organizers must request use of the catering kitchen in advance when making room reservations. This helps us avoid scheduling conflicts with other events and gives you time to review and comply with our Waste Management Guidelines.

The catering kitchen includes:

- Reusable cups, plates, utensils, and serving ware for 60 - 100 people
- A 3-part dishwashing sink and a commercial dishwasher
- A commercial ice maker
- A refrigerator
- A microwave
- Bar mop towels and dishwashing soap
- 20 square feet of countertop for prep or serving

These amenities are provided free-of-charge to approved catering kitchen users.

Plan for approximately 20-30 minutes of clean-up following your meeting. Everything must be cleaned and put away before your reservation is completed.

If you plan to use our commercial dishwasher, please note that it takes ~30 minutes to pre-heat. Turn it on at the start of your event. Once heated, it takes under 5 minutes to run a complete cycle. Instructions for running the dishwasher are posted in the catering kitchen.



Users must provide their own paper products. We strongly encourage you to use 100% certified compostable paper products, which are widely available online and in stores. See below.

The kitchen does not have a coffee maker.

Sustainability Tips

Don't buy things that will end up in the landfill.

Reuse. Recycle. Compost.

Alternatives to plastic and Styrofoam:

1. Tell your caterer to omit all serving ware from your order and make use of the free, reusable plates, cups, glasses, and utensils in the library's catering kitchen instead.
2. Order reusable or compostable serving ware and utensils from your caterer. Many local restaurants and caterers can meet some or all of your sustainable serving ware needs. If not...
3. ...purchase your organization's own supply of certified compostable products. Certified compostable products are widely available from online and brick and mortar retailers. Here are just a few:



Retailer	Brand	Note
Eco-Products	Eco-Products	Free shipping orders over \$99
Harris Teeter	Hefty EcoSave	Local stores
Target	Matter	Not available at UNC Franklin St
Walmart	Great Value Compostables	Local stores

Bulk up:

- Avoid overly packaged products.
- Consider serving meals, snacks, and drinks in bulk, family style.
- Serve drinks from pitchers, coolers, or urns.
- Do not purchase single-serving water bottles.
- Serve creamer, sugar, and condiments in bulk.
- No plastic stirrers, single creamers, or straws.
- No plastic-lined coffee cups or printed/coated paper plates.

Learn more about the do's and don'ts of composting with a short video from library staff on [our YouTube channel](#).

If you'd like to learn more about how you can compost at home, visit the [Orange County Solid Waste Management Website](#).