

A User's Guide to

# Preparing For Your Event

at Chapel Hill Public Library

Meeting Room Policies & Sustainability Guidelines



Chapel Hill  
PUBLIC LIBRARY

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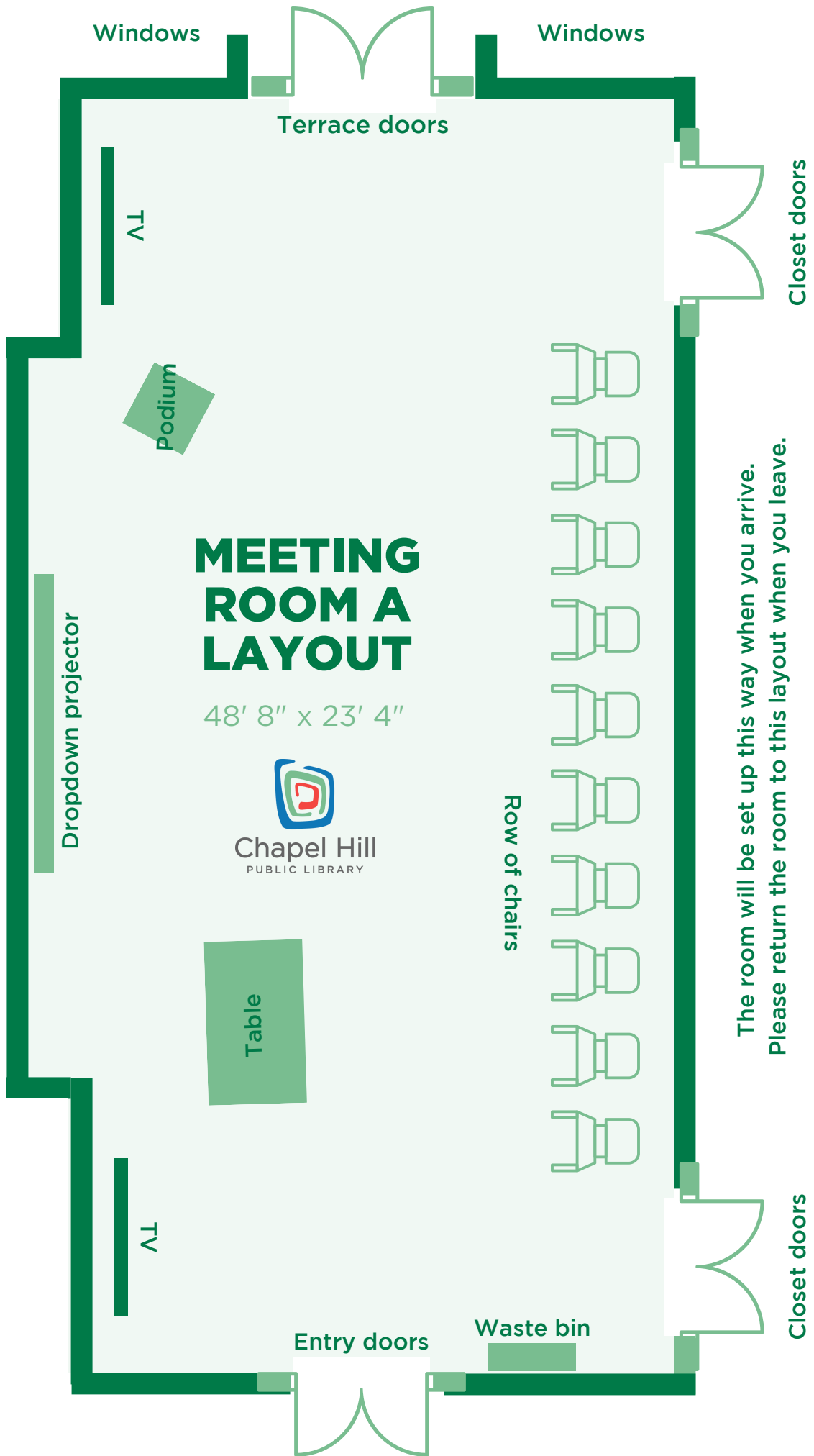
# Rules & expectations

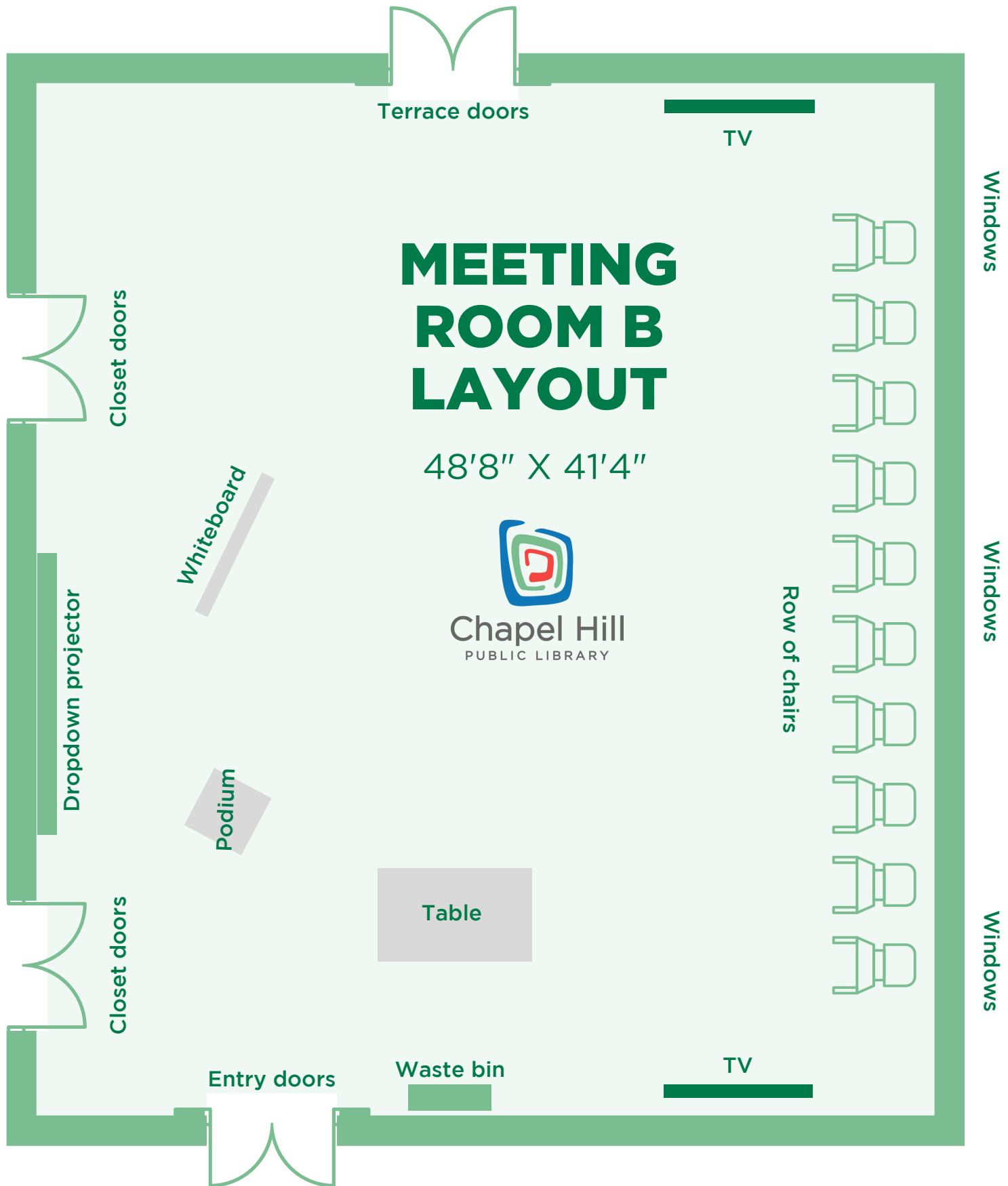
## Preparing for your upcoming event

Thank you for choosing to host your upcoming event at the library! This document contains important information to help you plan your event. If you have any questions, please ask us at [librarycalendar@townofchapelhill.org](mailto:librarycalendar@townofchapelhill.org). [View our full policies here.](#)

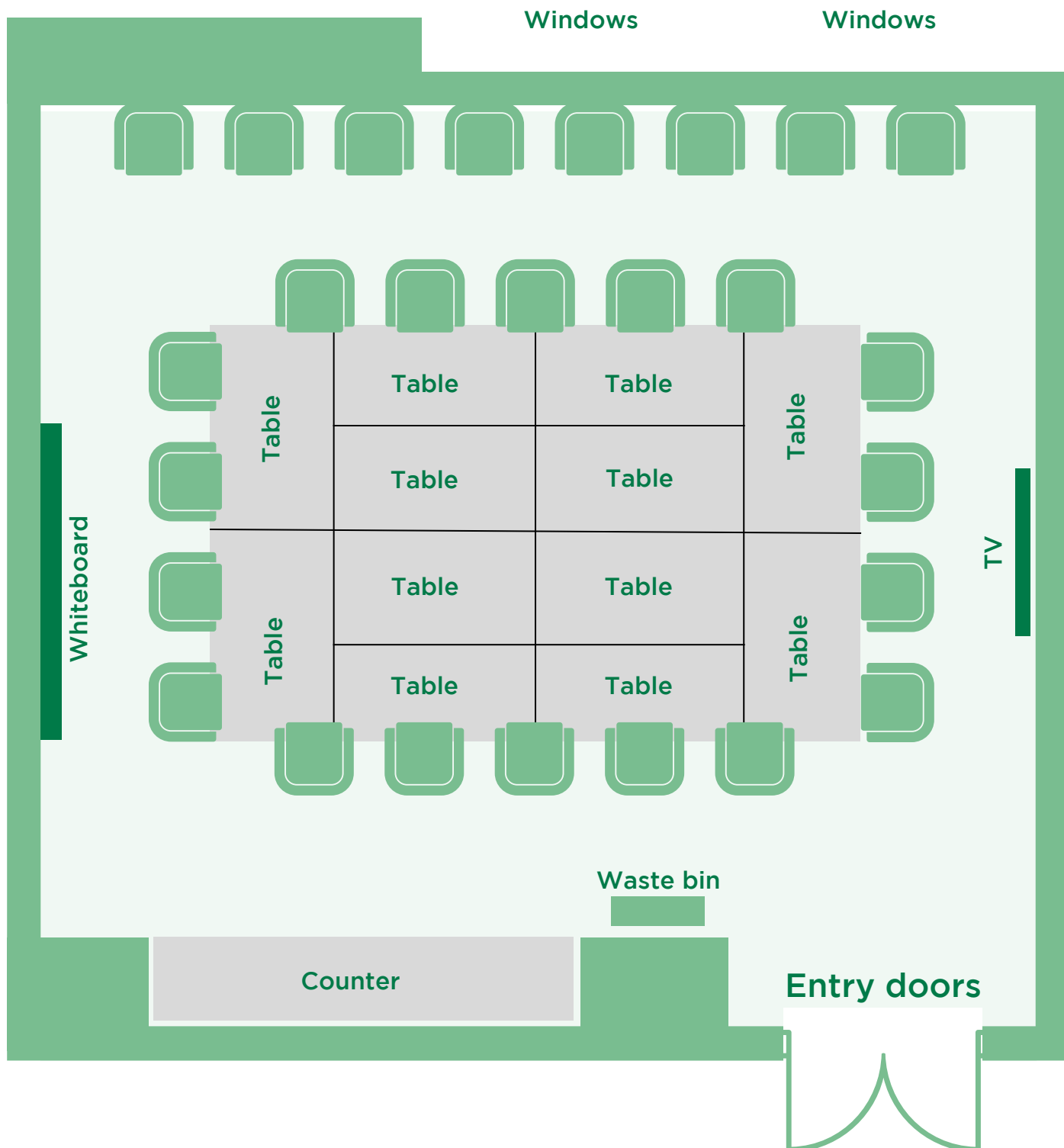
### General Rules

- Political campaign activities, candidate events, for-profit business activities, and private parties are not allowed.
- Meeting room activities may not disrupt normal library operations.
- Organizers are responsible for all room set-up, breakdown, and operation before, during, and at the end of their event.
- Posters, banners, or other advertising materials for non-library-sponsored events are not allowed inside the library.
- Single-use plastic and Styrofoam cups, plates, and utensils are not allowed in library meeting rooms. Organizers are expected to follow [the sustainability checklist](#).
- A group or individual can make one room reservation every 30 days, which can be placed up to 30 days in advance and must be submitted 72 hours before the event. Reservations are for a maximum duration of 5 hours, including set-up and break-down time.
- Do not nail, tack, or tape anything to any meeting room tables, walls, ceilings, or equipment unless using removable painter's tape.
- You may not charge fees for events held in library meeting rooms.
- The exchange of goods or services in library meeting rooms is not allowed. For non-profit organizations conducting fundraising activities, we may make exceptions on a case-by-case basis. Contact us beforehand if you believe you may qualify for an exception.





The room will be set up this way when you arrive.  
Please return the room to this layout when you leave.

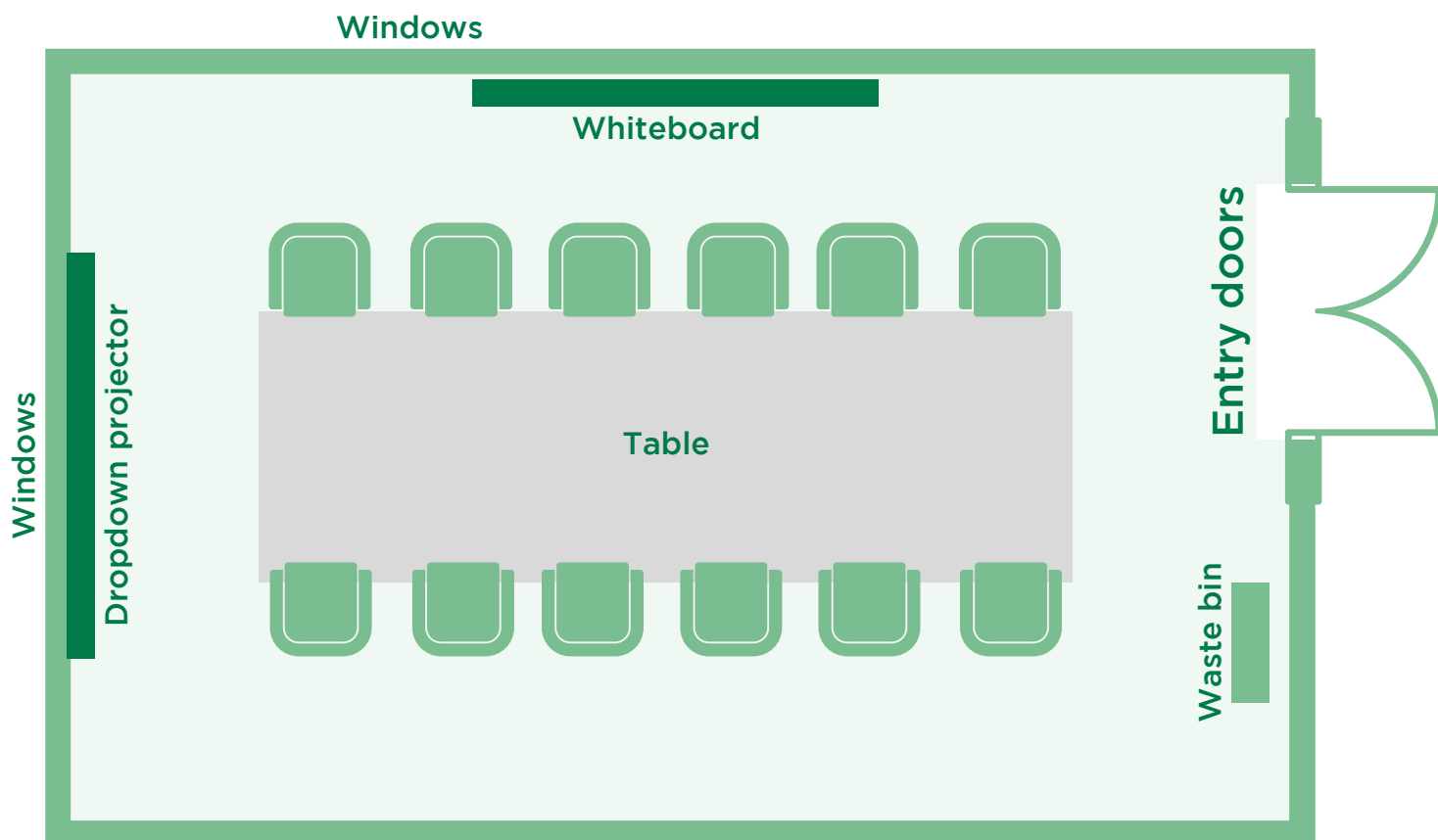


# MEETING ROOM C LAYOUT

25' X 22'1"



The room will be set up this way when you arrive. Please return the room to this layout when you leave.



# MEETING ROOM D LAYOUT

14'4" X 22'1"



The room will be set up this way when you arrive.  
Please return the room to this layout when you leave.

# Post-event checklist

When you arrive for your event, check in with a staff member and they will give you your room key and this checklist. Please plan to arrive around 15 minutes before your reservation.

After your event, return both the checklist & key to staff.

☐

Return tables to the closet

☐

Return chairs to the closet

☐

Sort waste properly

☐

Wash & put away dishes

☐

Make sure nothing is left behind

☐

Turn off AV system

☐

Return room keys to staff

☐

Return any reserved equipment





# Sustainability checklist

## Please take care to reduce waste

- ☐ **Ditch printed handouts**  
Share documents electronically. Save a tree.
- ☐ **Choose green transportation**  
Encourage attendees to walk, bike, take public transportation, or carpool. Parking at the library is limited.
- ☐ **B.Y.O.B.**  
Don't buy bottled water. Attendees can fill up on water at our bottle filler fountain or you can serve drinks from our pitchers, carafes, or coolers.
- ☐ **Recycle right**  
You can recycle bottles and cans. You can recycle wavy, corrugated cardboard. You can recycle clean paper. That's it. Everything else goes in the trash.
- ☐ **Skip single-use plastics.**  
No plastic or Styrofoam cups, utensils, or containers are allowed. No plastic stirrers, single creamers, or straws. Hot and cold drink cups CANNOT be recycled here in Orange County. They go in the trash—except for the coffee cups provided by B3 Coffee, which are compostable.
- ☐ **Keep them posted**  
At the start of your event, tell attendees that we ask everyone who uses the library to help conserve natural resources.

# Sustainability checklist

## Please take care to reduce waste

Point to the trash, recycling, and compost bins in the meeting room and tell everyone what goes where. Need help figuring that out? Please ask us in advance. We're here to help.



### Compost correctly

- All food is compostable. Food scraps should be composted in our compost bins.
- Buy compostable products, and throw them in our compost bin when you're done.
- Plain, uncoated paper plates and napkins can be composted. Bamboo utensils can be composted. Plant-based, 100% biodegradable plates, cups, and utensils can be composted. Pizza boxes go in the compost.
- Most soiled paper products can be composted if you avoid those with waxed or foil layers.



### Bulk up

Avoid over-packaging and individually packaged chip bags, cookies, utensils, sandwiches, etc. Serve family-style on large platters and bowls.



### When in doubt, throw it out

Waxy-coated paper and foil go in the trash. Hot and cold drink cups CANNOT be recycled here in Orange County. They go in the trash.

# Serving food?

## Please choose a waste reduction option.

The future of our community relies on having a healthy planet. At Chapel Hill Public Library, we are committed to environmental stewardship and sustainability, and we ask everyone who uses the library to help us conserve natural resources.

If you are serving food at your event, choose one of the sustainable food waste options, explained in the next three pages.

Whatever option you choose, please make sure your group is aware of our rules by following the sustainability checklist.

Need help? Just ask us!

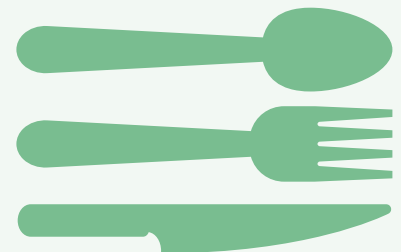
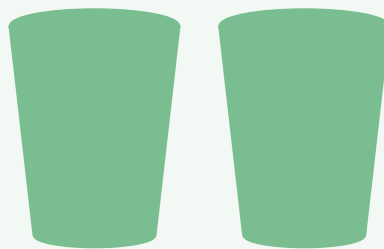
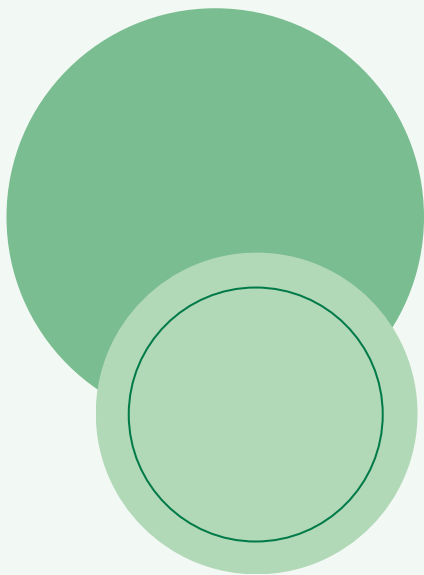
- **OPTION #1** Use our free, reusable serving ware & catering kitchen. Compost all food waste.
- **OPTION #2** Provide 100% compostable serving ware and recycle everything else.
- **OPTION #3** Hire an approved professional caterer.



## OPTION #1

### Use our free, reusable serving ware & catering kitchen. Compost all food waste.

- Use our sturdy collection of plates, glasses, and silverware.
- Run dirty dishes through our fast commercial dishwasher for 5 minutes then put them away when you're done.
- We have service for 60-100 people. We also have carafes, platters, urn-style cold drink dispensers, and an ice machine. You can find our full inventory on [Page 16](#) of this document.



OPTION COST



SUSTAINABILITY SCORE



TIME COMMITMENT



## OPTION #2

### Provide 100% compostable serving ware and recycle everything else

- Plan ahead and get compostable plates, cups, and utensils.
- View [Page 13](#) of this document for places to buy compostable utensils. Just throw them in the compost bin when you're done.
- Recycle empty bottles, cans, and clean paper.
- If you want to order take-out, choose a restaurant with minimal packaging and ask for compostable cups, plates, and utensils.
- Serve meals on platters, or family-style, without individual packaging.



OPTION COST



SUSTAINABILITY SCORE



TIME COMMITMENT



## OPTION #3

### Hire an approved professional caterer

- Contact one of our approved full-service caterers (view the list on [Page 14](#) of this document) and ask them to provide complete reusable, recyclable, and compostable service.



OPTION COST



SUSTAINABILITY SCORE



TIME COMMITMENT



# Finding compostable products— —it's easy being green!

It's easy to buy certified compostable plates, cups, and utensils online and in stores. Look for products marked “BPI Certified Compostable.” FYI: Plain, low-cost, uncoated white paper plates & napkins are also compostable. Pizza boxes are, too. 😊

## ONLINE

- [Amazon](#)
- [Eco-Products](#)
- [Green Paper Products](#)



## IN STORES

- Harris Teeter - Hefty Eco-Save products
- Target - Matter products
- Walmart - Great Value Compostables



Help your event attendees do the right thing.

- At the start of your event, tell attendees that we ask everyone who uses the library to help conserve natural resources.
- Point out the trash, recycling, and compost bins in the meeting room and tell everyone what goes where. Need help figuring that out? Please ask us. We're here to help.

Want to learn more?

Search the Biodegradable Products Institute (BPI) database for thousands of certified compostable product manufacturers at <https://products.bpiworld.org/>.



# Local restaurants & caterers

## Sustainable vendors approved by us

If you're ordering from a local restaurant or full-service caterer, make sure to tell them about our requirement for compostable (or even better- reusable!) materials.

### LOCAL RESTAURANTS

Delicious food and sustainable packaging options. Tell them you're hosting a green event at Chapel Hill Public Library. Order family-style platters & bowls instead of individually wrapped meals. Ask for reusable servingware or compostable plates, napkins, and utensils.

- Alfredo's Pizza Villa
- Brandwein's Bagels
- Breadmen's
- Brenz Pizza
- Chapel Hill Restaurant Group Catering
- Hope Valley Diner
- Mediterranean Deli
- Tandem
- Vimala's Curryblossom Café





# Local restaurants & caterers

## Sustainable vendors approved by us

### COFFEE CATERING

B3 Coffee, a nonprofit that provides community-integrated social and vocational opportunities for people of all abilities, operates a coffee kiosk at the library. If you are interested in coffee catering using 100% compostable cups & napkins, email them at [info@b3coffee.org](mailto:info@b3coffee.org).

### LOCAL FULL-SERVICE CATERERS

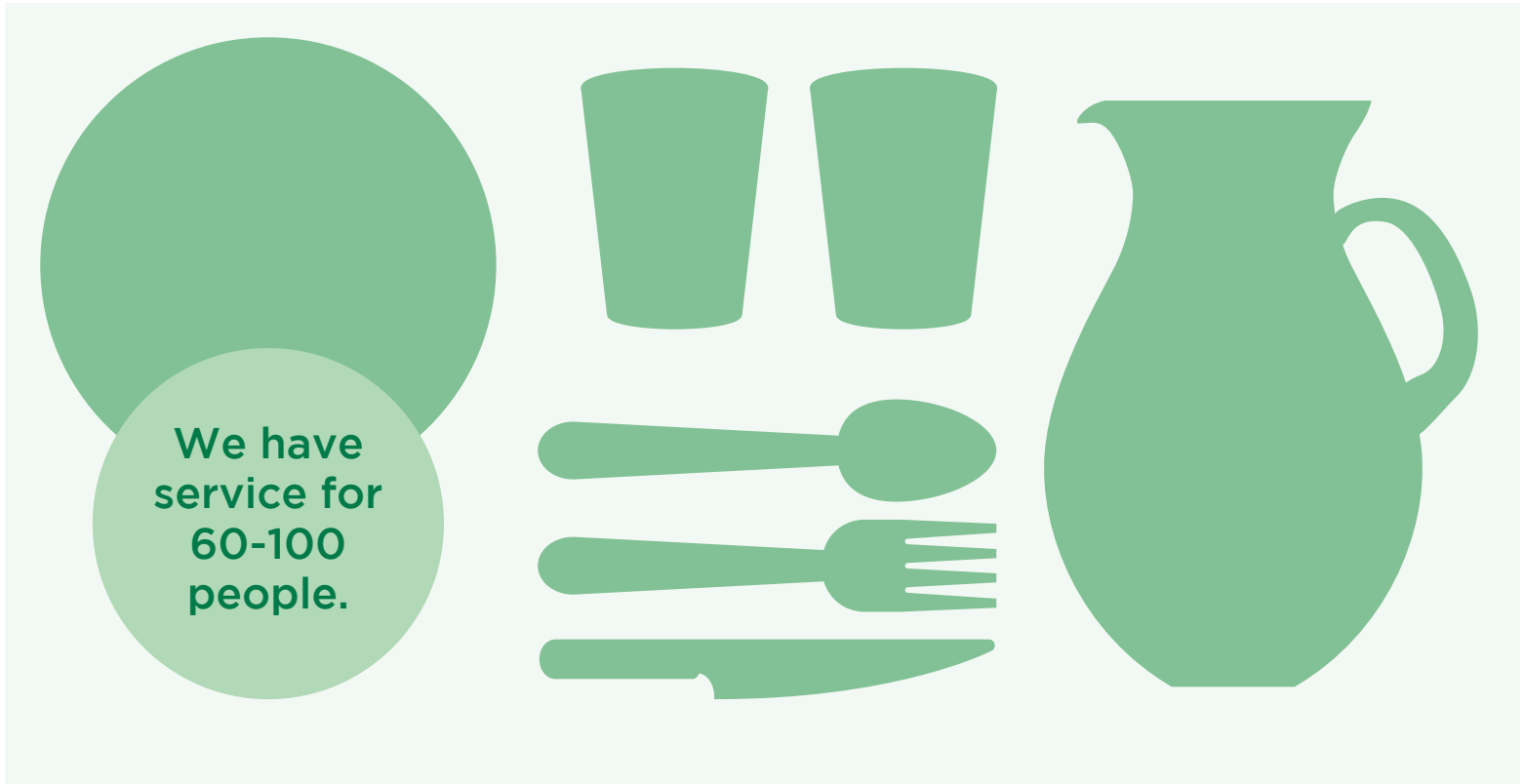
Leave everything to the pros. Tell them you're hosting a green event and ask for reusable or compostable plates, napkins, and utensils. Use seasonal and locally grown food whenever possible. (Minimum order price varies)

- Beau Catering
- Catering Works
- The Catering Company of Chapel Hill
- Green Planet Catering
- Marcel's Catering Café
- The Picnic Basket
- Soul Cocina



# Using our catering kitchen

The catering kitchen must be requested in advance. This will allow us to avoid scheduling conflicts with other events and give you time to review and comply with our Waste Management Guidelines.



Use of the catering kitchen includes:

- Reusable cups, plates, utensils, and serving ware for 60-100 guests, including pitchers, carafes, drink dispensers, & platters
- A 3-part dishwashing sink
- A commercial dishwasher that cleans a load in just 5 minutes
- A large commercial ice maker
- Bar mop towels and dishwashing soap
- 20 square feet of countertop for prep or serving
- A refrigerator
- A microwave

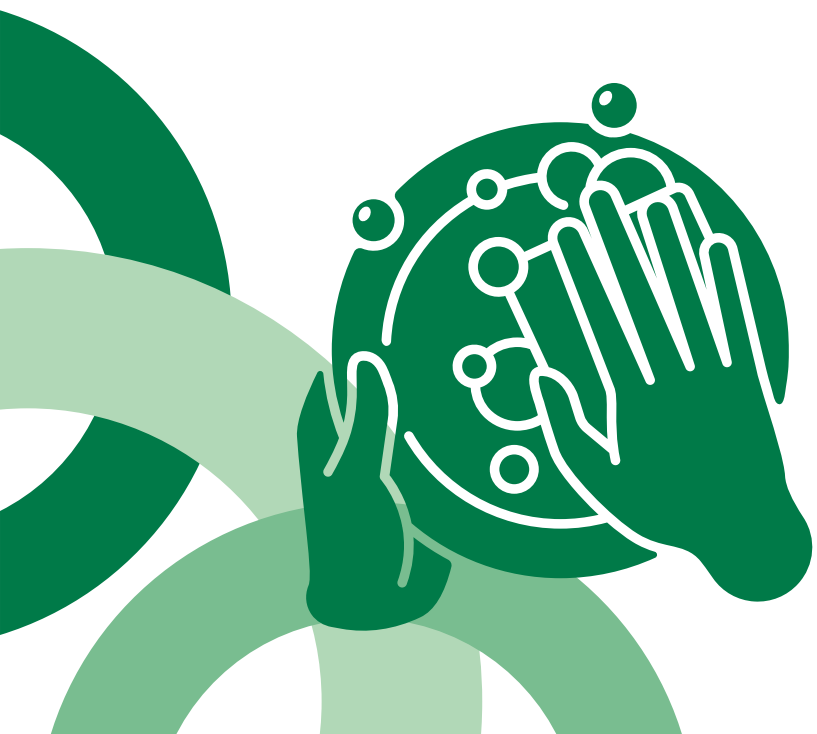


# Cleaning up after your event & Running the commercial dishwasher

## USING THE DISHWASHER

Turn on the dishwasher at the start of your event. It takes ~30 minutes to preheat. Once heated, it takes under 5 minutes to run a complete cycle. Instructions for running the dishwasher are posted in the catering kitchen.

- Please allow 20-30 minutes for clean-up after your meeting.
- Before your reservation can be completed, everything must be cleaned and put away.
- Please return rooms to the default layout.
- Make a plan for your leftovers after your event. Consider asking participants to take it home or donate it to a local food pantry. Food should not be left in the refrigerator.
- If anything in the kitchen needs attention, let staff know.



# AV & technology options

## Display screens

All four meeting rooms are equipped with plug-and-play audio-visual capabilities. You must bring your own device. HDMI cords are provided.

Each meeting room has digital displays. Connect your device using the provided HDMI cords and project your computer screen onto one of the displays.

- Room A and B:
  - Each has a main drop-down projector and two side display screens
  - You have the option to use the screens synchronously or display different inputs on each screen, making them ideal for stations or breakout meetings.
- Room C and D:
  - One display screen each

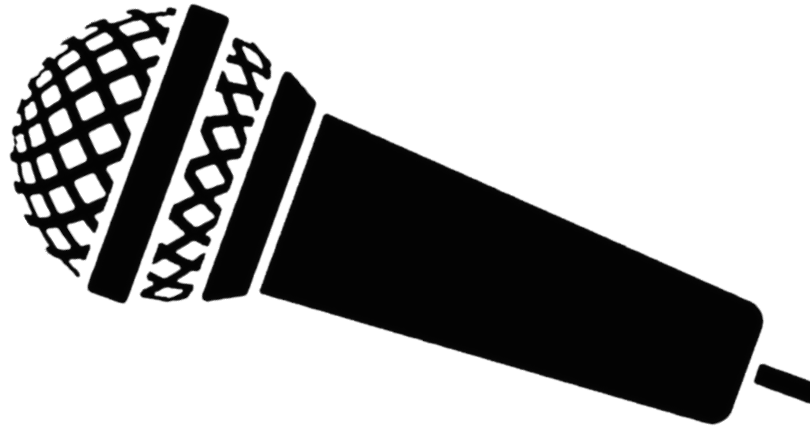


# AV & technology options

## Audio capabilities

### AVAILABLE MICROPHONES

- Microphones are available to amplify sound for in-person attendees, both handheld and gooseneck
- Microphones embedded in the ceiling can be used to record sound for virtual meetings.
- Your reservation should indicate microphone usage to ensure availability. Additional microphones can be made available upon request.



### PLAYING AUDIO

- There are speakers in each of the digital displays
- Connect via HDMI input to play sound from your device

### ASSISTED LISTENING DEVICES

- Assisted listening devices available upon request in rooms A, B, and C
- Contact [librarycalendar@townofchapelhill.org](mailto:librarycalendar@townofchapelhill.org) for more information



# AV & technology options

## Hybrid meetings

Using our plug-and-play A/V system, our meeting rooms are capable of hosting virtual or hybrid meetings using video conferencing software, as well as live streaming or recording meetings for remote attendees.

### CAMERA OPTIONS

- Ceiling mounted camera can be set to a fixed position or auto-track to follow a presenter
- Adjust camera zoom and angle on the meeting room wall panels

### SETTINGS

- Please come with an existing account on Zoom, Google Meets, Skype, or other video conferencing software.
- Plug your device into the display input on the meeting room wall.
- When you open your virtual meeting, you will need to select the ceiling camera and ceiling microphones instead of your device's camera and microphone.
- Please contact us with any questions at [librarycalendar@townofchapelhill.org](mailto:librarycalendar@townofchapelhill.org).

