



## **Meeting Room Rental Policy and Procedures**

The Given Book Shop, located at 95 Cherokee Road, Pinehurst North Carolina has a main floor that is available for rent in the evenings and a meeting room available day and night. All rental fees from the Book Shop support the Given Memorial Library and Tufts Archives (Given Tufts). Given Tufts staff must approve all requests for rental and reserves the right to decline any request with or without cause. Please read this entire document before completing the form.

The Given Book Shop Meeting Room is available for rental **Monday through Sundays 8:00AM – 9:00PM**. The rent for a few hours during the day (1/2 a day or less) is for any amount, with the minimum suggested donation be \$20. Any rent after 5pm or for a full day is for a donation with the minimum suggested donation be \$50.

In keeping with the Given Tufts mission, book clubs, literacy and educational programs, meetings for non-profit organizations, meetings of a commercial nature (client meetings, presentations), are examples of events that are permissible at the Given Book Shop facility.

Examples of events not permitted include; political events or parties, fundraisers or any other for-profit activity (other than those benefiting Given Tufts), religious meetings, events including gambling, lotteries or games of chance, or events involving exchange of services or goods for money.

### **General**

The room can hold up to 14-16 people (8 people around the table) on the second floor of the Given Book Shop. The Meeting Room is not handicapped accessible.

- Outside food is not permitted during business hours (Monday through Saturday 8:00AM – 5:00PM and Sundays 8:00AM – 4:00PM), catering is available through the Roast Office and should be requested and scheduled ahead of time with them. Outside food is permitted when the Roast Office is closed.
- A list of preferred and approved caterers is available for after hours rental.

### **Payment Methods**

- As the rental is for a donation it is recommended that cash or check be attached to the rental form. Checks can be made out to Given Memorial Library. A receipt for use of this service can be provided if requested.
- A fee will be charged for checks returned by the bank for non-sufficient funds.

### **Insurance**

- Anyone with a like purpose or similar reason (literary, educational) to Given Tufts while using the space for a donation is covered under the Given Memorial Insurance policy.

### **Refunds / Cancellation Policy**

- If an event must be cancelled by the Given Book Shop or the renter, notice by both will be immediate. If the Book Shop is closed due to inclement weather, the room is not available.

### **Audio Visual / Equipment Operation**

- There is no AV equipment in the Meeting Room. Renter must provide their own if needed.

### **Decorations, Furniture, Florist and Special Effects**

- No lit candles or open flames are permitted in the Meeting room.

### **Parking**

- The Given Book Shop has minimal parking in front of the building. Handicap parking with a ramp for access, is located in the rear of the building. Additional, parking is available in public parking lot nearby.

### **Break Down and Clean Up**

- Immediately following the event, the renter is responsible for leaving the Meeting room clean.

### **Additional Policies**

### **Accessibility Accommodations Disclaimer**

- The Meeting Room is not handicapped accessible.

**Capacity & Fire Code**

- The Given Book Shop complies at all times with all Village of Pinehurst and Moore county fire ordinances. The maximum capacity of the Meeting Room is 14 – 16 persons. Rental events shall not exceed fire code capacities.

**Children**

- Children must be **closely** supervised at all times. A gate at the base of the stairs is to prevent children from playing on the stairs. Damage caused to the facility or books by children will be paid by guardian to the Given Book Shop.

**Smoke and Smoking**

- Smoking and use of other tobacco products is strictly prohibited in the Given Book Shop facility.



**Given Book Shop Meeting Room Use for Donation**

Renter /Organization:	
501(c)(3) Yes or No	
Donation Amount	
Mailing Address:	
Organization or Company website:	
Personal / Office Number:	
Email Address:	
Cell and/or Emergency Phone Number:	
Fax Number:	
Requested date:	
Requested time for event:	
Description of event (book club, meeting, party etc.):	
14-16 person limit - Number of people expected:	
Caterer from the approved list:	
Special Requirements:	

**Authorization**

I, \_\_\_\_\_ hereby certify that I am a duly authorized representative of the applicant organization, and that the information supplied in this application is in all respects true and accurate.

I further agree that I will abide by all rules and regulations associated with the use of The Given Book Shop.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

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Forward this application to: Lisa Richman, Program Director & Book Shop Manager,  
Given Book Shop, PO Box 159, Pinehurst, NC 28370-0159  
Phone 910-585-4820 Email: lisa@giventufts.com