

Using the Meeting Rooms

at Chapel Hill Public Library

Meeting Room Policies & Sustainability Guidelines



Chapel Hill
PUBLIC LIBRARY

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Rules & expectations

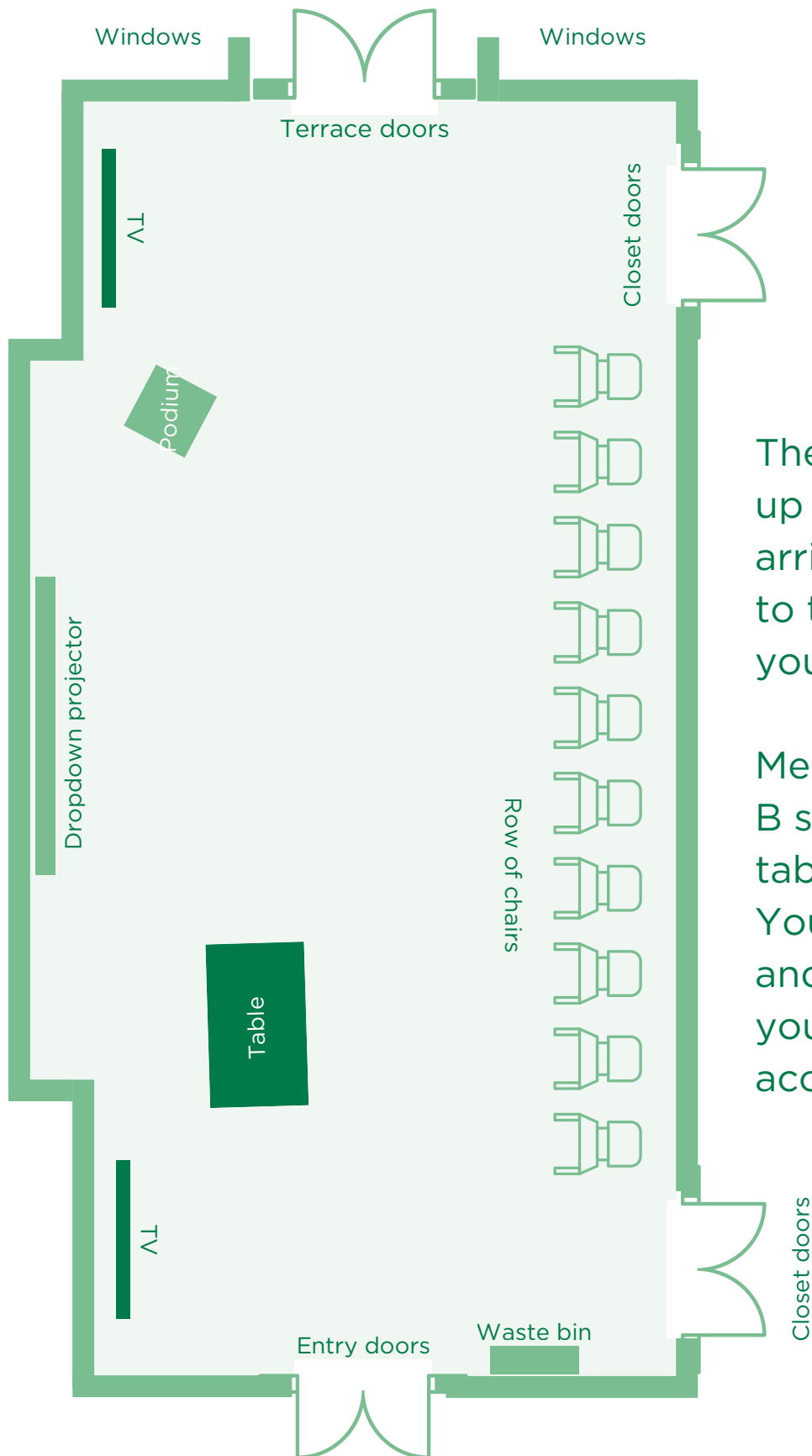
Preparing for your meeting

Thanks for choosing to host your meeting at the library! Please read this document before your meeting. If you have any questions, please email us. [View our full policies here.](#)

When you arrive, check in with a staff member and they'll give you your room key. Please plan to arrive around 15 minutes before your reservation.

General Rules

- **Prohibited activities:** No political campaigns, candidate events, for-profit business activities, or private parties may be held in the library meeting rooms.
- **Be responsible:** Events must not disrupt library operations. Organizers handle all setup, operation, and cleanup.
- **No advertising:** Posters, banners, or other advertising materials for non-library-sponsored events aren't allowed inside the library without approval from the library director.
- **Keep it green:** No single-use plastic or Styrofoam items; organizers are expected to follow the sustainability guidelines.
- **Reservation limits:** One reservation per group every 30 days. Book up to 60 days in advance and at least 72 hours before the event.
- **No fees or sales:** Events can't charge fees or sell items, except for approved non-profit fundraising—contact us first if you think your group is an exception.



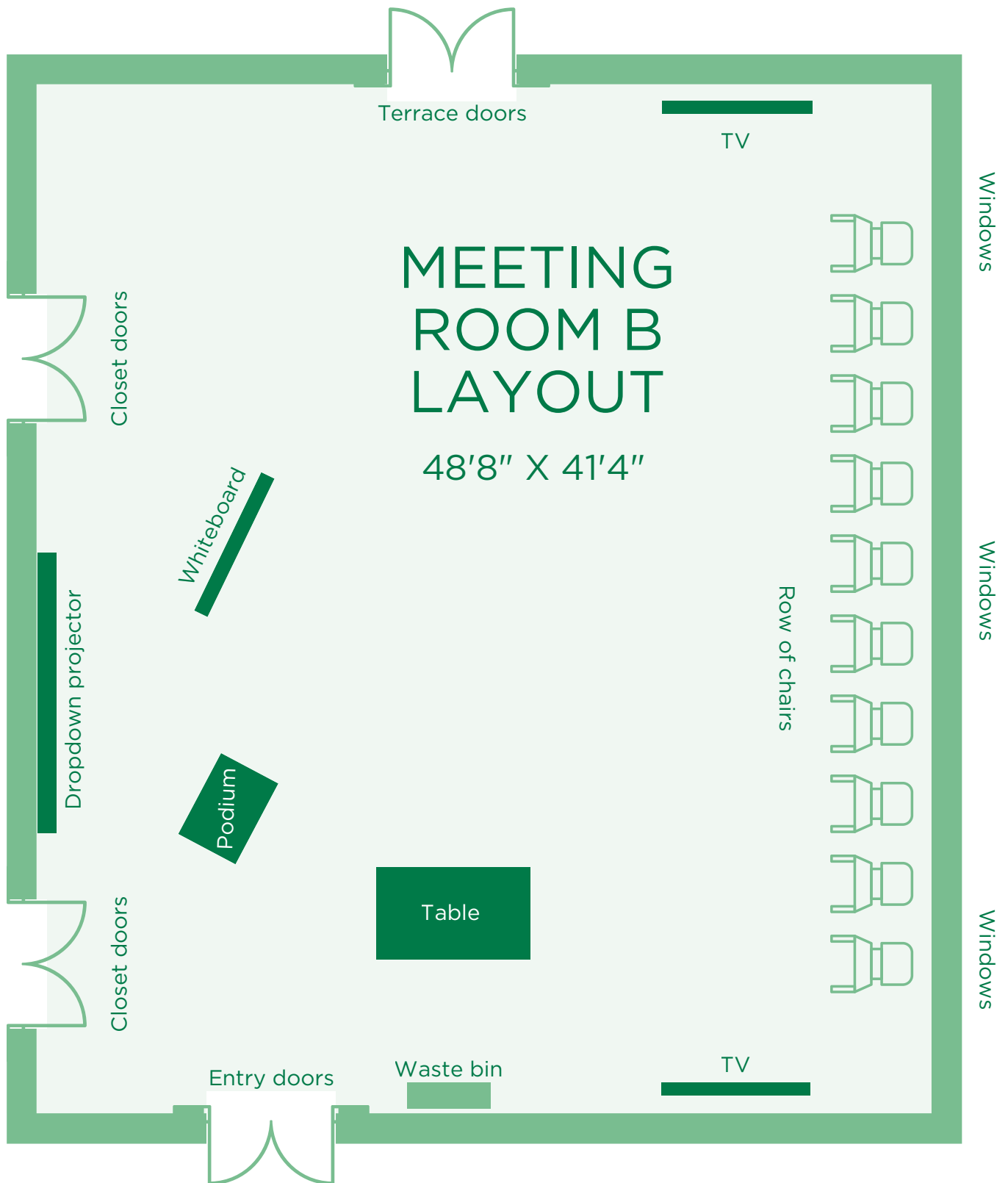
MEETING ROOM A LAYOUT

48' 8" x 23' 4"

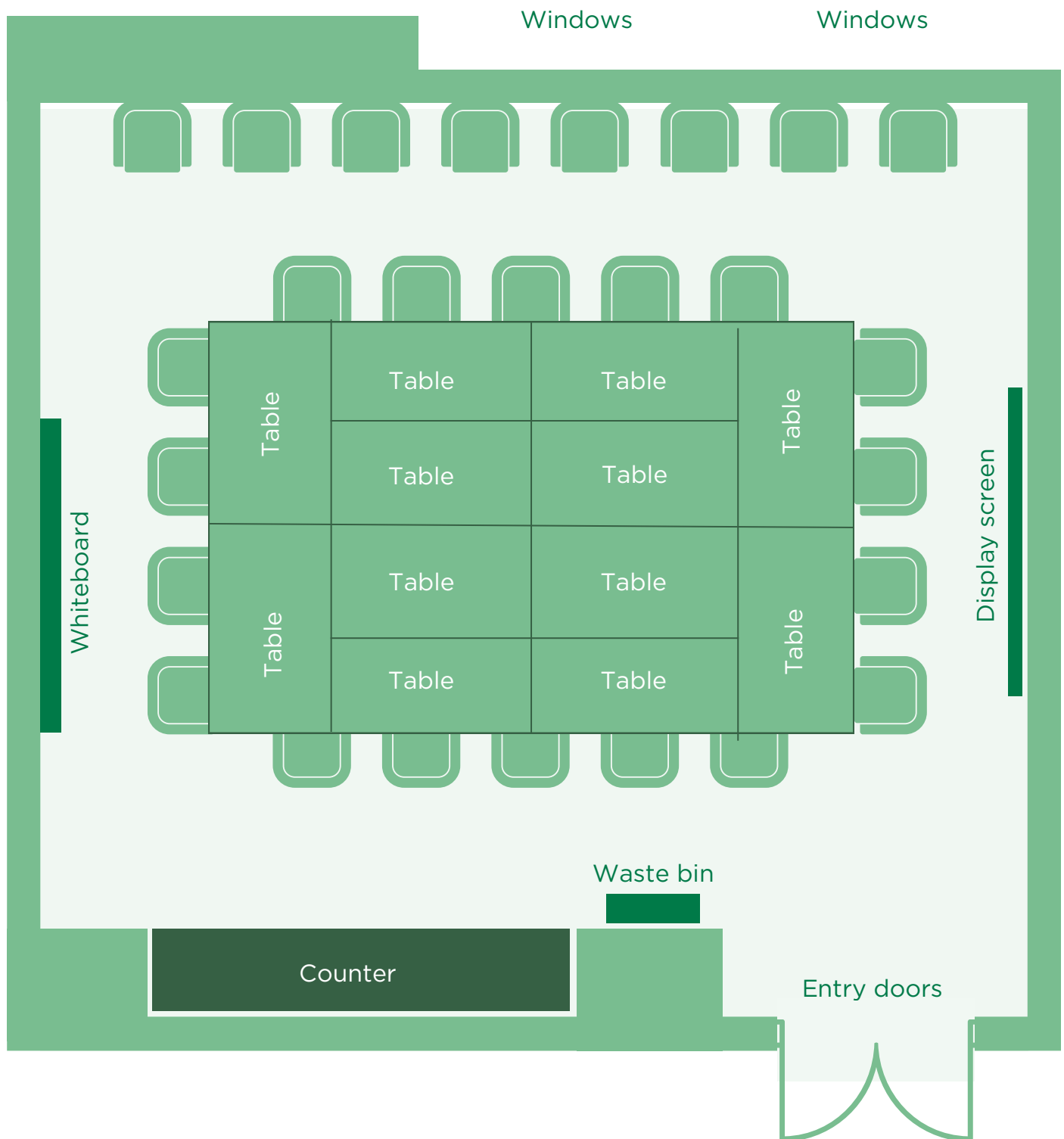
The room will be set up as shown when you arrive. Please return it to this layout when you leave.

Meeting Rooms A and B share a closet with tables and chairs. You'll need to set up and take them down yourself, so plan accordingly.





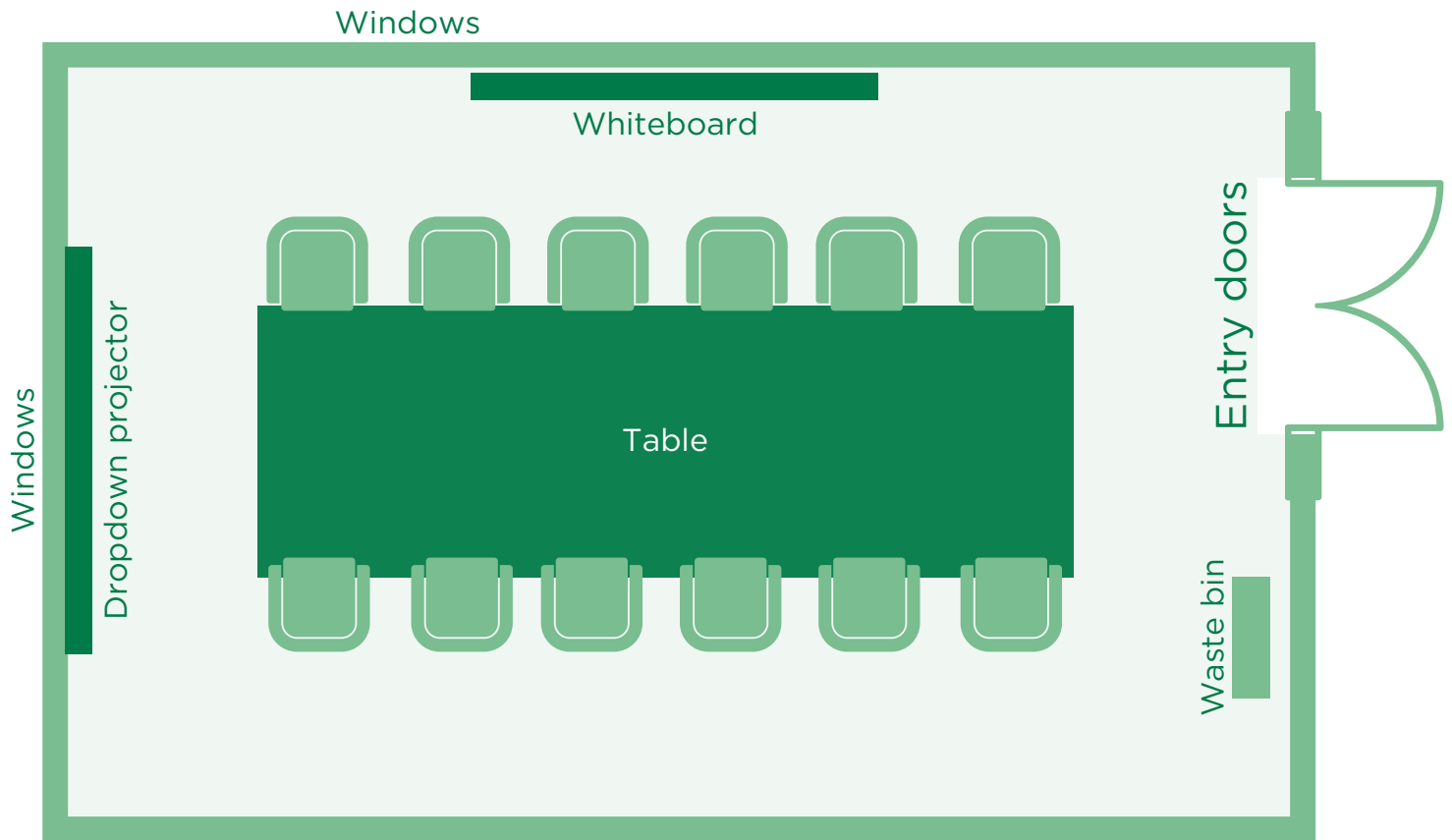
The room will be set up as shown when you arrive.
Please return it to this layout when you leave.



MEETING ROOM C LAYOUT

25' X 22'1"

The room will be set up as shown when you arrive. Please return it to this layout when you leave.



MEETING ROOM D LAYOUT

14'4" X 22'1"

The room will be set up as shown when you arrive. Please return it to this layout when you leave.



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A.V. & technology guide

Connecting to a display

All library meeting rooms have easy-to-use plug-and-play AV capabilities.

Simply plug in the HDMI cord to project your screen, play videos, or present.

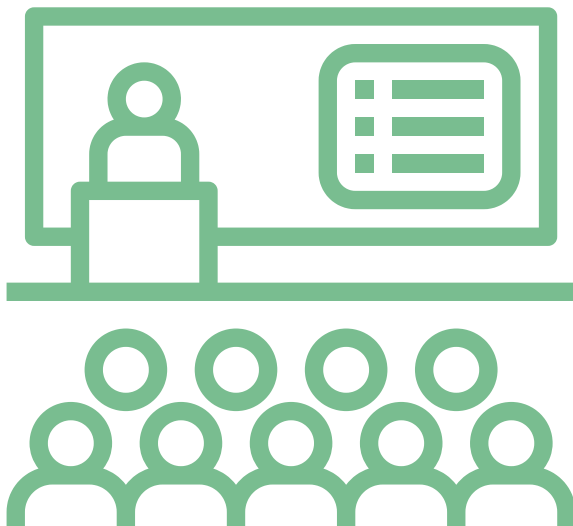
- Just bring your own device (laptop, tablet, etc.)
- HDMI cords are provided, but bring an adapter if your device has a nonstandard port.

Room A & B:

- Each room has a main drop-down projector screen and two side screens.
- You can use the screens synchronously or display different inputs on each screen, making them ideal for stations or breakout meetings.

Room C: One large permanent display screen.

Room D: One drop-down projector screen.



AV & technology options

Connecting audio

AVAILABLE MICROPHONES

- Handheld and gooseneck microphones are available to amplify sound for in-person attendees.
- Ceiling microphones capture sound for virtual meetings and recordings.
- Please indicate your microphone needs in your reservation. Additional microphones are available upon request.

PLAYING AUDIO

- Speakers are embedded in the digital displays.
- Connect via HDMI to play sound.
- Adjust volume on the touchscreen.
- Keep doors closed to avoid disturbing others.

ASSISTED LISTENING DEVICES

- Assisted listening devices available upon request in rooms A, B, and C
- Contact librarycalendar@townofchapelhill.org for more information



A.V. & technology guide

Hybrid & virtual meetings

Rooms are equipped for virtual or hybrid meetings using video conferencing, live streaming, or recording.

- Plug in both the USB cord and HDMI cord.
- Connect to WiFi: TOWNofCH-WiFi (no password).

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 touchscreen

Getting Started:

1. Use your existing video conferencing account (Zoom, Google Meet, Teams, Skype, etc.).
2. Plug your device into the wall input.
3. When you start the virtual meeting, select our ceiling cameras, speakers, and microphones in your settings:

Speakers: Extron HDMI (DisplayPort)

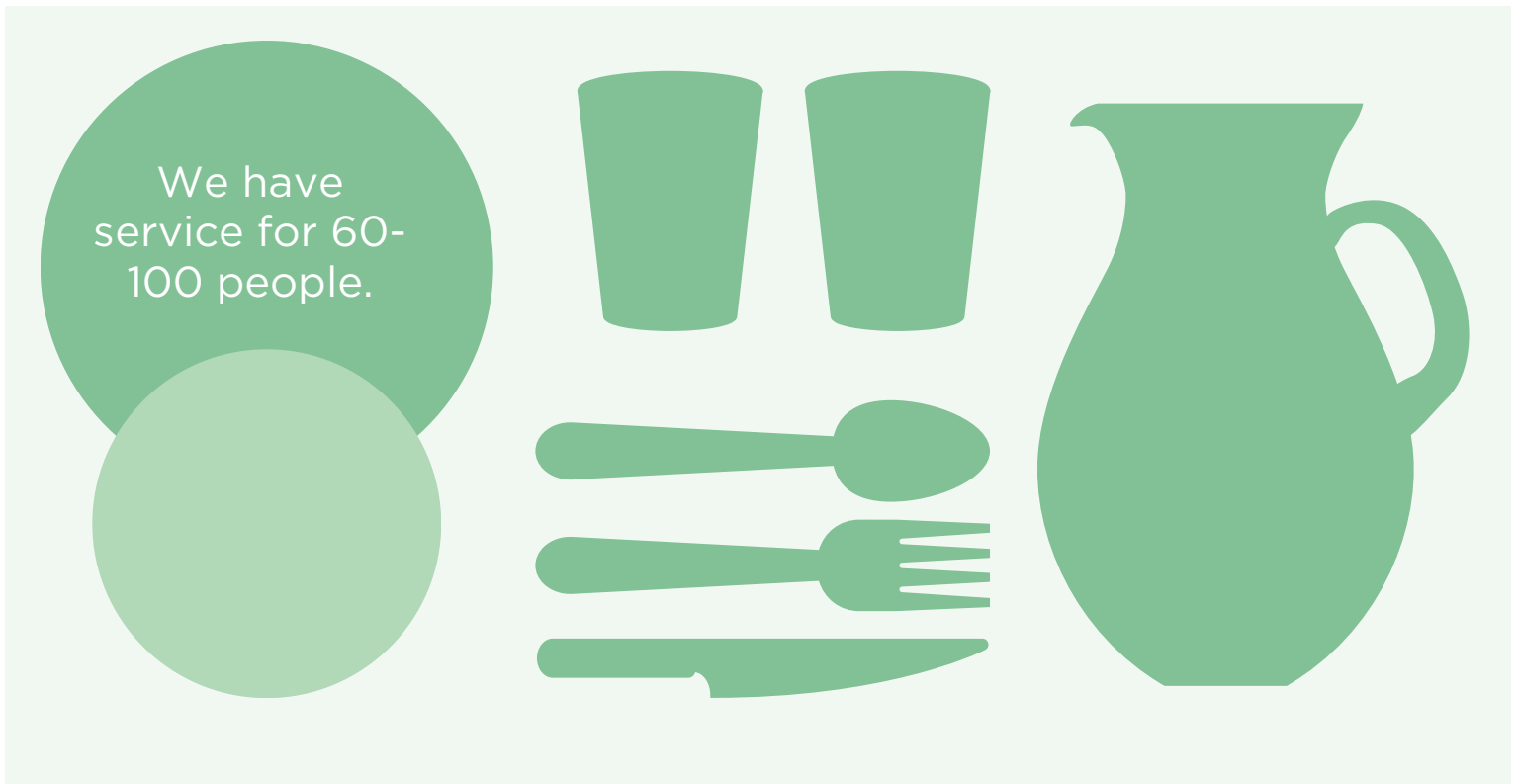
Microphone: Shure IntelliMix P300

Camera: USB Capture HDMI 4K+

For assistance, email librarycalendar@townofchapelhill.org.
or find a staff member.



Using the catering kitchen



You must reserve the catering kitchen in advance. If reserved, staff will unlock it and provide a walkthrough when you pick up your meeting room key. *Note: Part of the kitchen is reserved for B3 Coffee, their sink and fridge is labeled.*

Included in the kitchen:

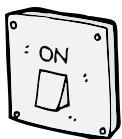
- Reusable cups, plates, utensils, and serving ware for 60-100 guests (pitchers, carafes, drink dispensers, platters)
- 3-part dishwashing sink with towels and dish soap
- Commercial dishwasher (5-minute cycle)
- Large commercial ice maker
- 20 sq. ft. of countertop space for prep/serving
- Refrigerator and microwave



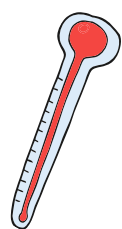
Using the commercial dishwasher



The commercial dishwasher cleans and sanitizes dishes fast with high-temperature washes. Here's how to use it:
Check the chemicals — First, look at the fluid containers on the floor. If they're empty, tell a staff member.



Turn it on — Flip the ON/OFF switch to the ON position.



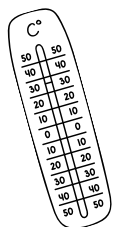
Warm it up — Wait a few minutes. Run 2-3 empty wash cycles to help it warm up, the temperature gauge should reach 150°F (60°C). Each cycle should only take around 90 seconds. Start washing dishes only when the temperature is at least 150°F.



Prepare and load your dishes — Pre-scrape any leftover food, and put your dishes on a rack. Slide the rack into the dishwasher.



Start the wash cycle — Close the door and press the START button for one second. A green light will turn on, showing the cycle has started.



Check the final rinse temperature — During the final rinse, the temperature should reach 180°F (82°C). If not, the wash cycle will run longer until it does.



Remove your dishes — When the green light turns off, the cycle is done. Open the door and carefully remove your clean dishes—they may still be hot!

Turn it off — Flip the ON/OFF switch to the OFF position. If you have any issues, please let a staff member know.



Sustainability guidelines

Please take care to reduce waste

Environmental sustainability is an important part of our mission at the library, Please help us by following these guidelines while hosting an event in our space.

- ☐ **Skip single-use plastics:** Avoid plastic, Styrofoam, or non-recyclable drink cups. Use our bottle filler or serve drinks in reusable pitchers or coolers. Ask local caterers to serve food family-style to reduce waste from individually packaged items, or use our dishes available in the catering kitchen.
- ☐ **Go paperless:** Consider sharing documents electronically to save trees.
- ☐ **Choose green transportation:** Encourage attendees to walk, bike, use public transit, or carpool—parking is limited at the library.
- ☐ **Recycle right:** Only recycle clean bottles, cans, paper, and corrugated cardboard. Everything else is trash or compost.
- ☐ **Educate attendees:** At the start of your meeting, tell attendees that we ask everyone who uses the library to help conserve natural resources. Highlight trash, recycling, and compost bin locations.
- ☐ **Compost food waste:** Compost food scraps, plain paper plates, napkins, and soiled paper without wax or foil layers.



Cleaning up after your meeting

Leave yourself time: Reserve 20–30 minutes for clean-up; include setup and tear-down time in your reservation window.

Reset the room: Please return tables and chairs to their default layout or storage closet.

Clean the catering kitchen:

- Wash and put away all dishes.
- Empty the dishwasher and return items to their proper places.
- Remove all food from the refrigerator and counters.
- Sort waste into trash, recycling, and compost.
- Inform staff if anything in the kitchen needs attention.

Make a plan for leftover food:

- Don't leave food on the counter or in the fridge.
- Please take leftovers home.

Final walkthrough: Once you're finished, hand the checklist and key back to staff after your meeting. A staff member will review the room before completing your reservation.

Failure to follow these guidelines may impact your ability to reserve rooms in the future.

