

Chapel Hill Public Library Plaza Use

The Chapel Hill Public Library Main Plaza is available for use for non-commercial activities (demonstrations, vigils, providing information to the public, etc.), and non-profit commercial activities (selling goods or soliciting funds).

Please complete the following form and submit it along with the required documents so that we can process your request. Please take note of the following:

- The library will not provide any supplies, tables, or chairs, so you will need to bring anything you need.
- You cannot set up in the lobby.
- You need to allow enough room for the public to enter and exit the building safely.
- Your reservation can only be during the library's normal operating hours (M-Th 9AM-8PM, F 9AM-6PM, Sat-Sun 10AM-6PM).

You can submit your paperwork at any service desk or email it to library@townofchapelhill.org.

Chapel Hill Public Library Plaza Use Form

Chapel Hill, North Carolina

Contact Person:

Name: _____

Phone: _____ Email: _____

Name of Group/Event and Brief Description of Activities:

Schedule for Proposed Use:

Date	Time
1	to
2	to
3	to
4	to
5	to
6	to
7	to

Description of Activity:

- Non-commercial activity (demonstrations, vigils, providing information to the public, etc.).
- Non-profit commercial activity (selling goods or soliciting funds). Please provide the following:
 1. Documentation of your organization's 501(c)3 status.
 2. A letter from your organization authorizing you to conduct this commercial activity on its behalf.

I certify that I have met all requirements of North Carolina General Statutes 131F: CHARITABLE SOLICITATION LICENSURE ACT.

Applicant Signature: _____

Date: _____

Town Approval: _____

Date: _____