



Ensuring that our children, youth, families, and community all thrive.

Facilities Use Guidelines

Qualifying Organizations

- Nonprofits or Governmental agencies/departments
- Provides direct service to the public – specifically children and their families
- Networks/Coalitions of such organizations
- Commercial organizations licensed by or with special contractual agreements with the government (e.g., child care centers)
- Businesses or commercial entities planning a specific event that is child and family oriented and designed to raise funds for child/youth causes/programming *

Qualifying Events

- Open to the public or pre-arranged special use, such as a small play group or support group *
- Child/Youth /Family oriented
- Small fund-raisers for family/child causes/programming, such as a family game night *

Disqualified Events

- Any for-profit/commercial events
- Fundraisers/Events that are not for family/child causes/programming

General Expectations

- Submit completed CYP Facility Request Form in advance (***see other side***).
- Submit requests for up to a calendar year in advance.
- No smoking or alcoholic beverages are allowed inside or outside premises.
- Use only facility areas that have been requested/approved.
- Children must be supervised by an adult at all times.
- Arrive at least 20 minutes prior to act as host and to answer questions.
- Arrange the room to fit the needs of the group and return to the original set-up following use.
- Leave the facilities clean and in good condition after use.
- The last to leave must check locks and turn off all water, lights, appliances, equipment.
- Report any problems by calling CYP office at 441-0614 as soon as possible and no later than the next business day.
- Publicity announcing the event should state the location as Center for Children & Youth Partnership for Dare County, 534 Ananias Dare Street, Manteo.
- Failure to follow expectations will prevent further use of the facility.

Capacity

- Facility is ADA accessible; on-site parking with 25 spaces.
- Meeting/training room is equipped with a smart TV and adjoining kitchen and can accommodate up to 60 people with chairs only (44 with tables and chairs).
- Play & Learn Library is equipped with child-size tables and seating, bi-lingual circle rug, and pre-school play materials and can accommodate up to 12 people (children and adults).
- Picnic area and lawn for outdoor learning and games

* approved on a case-by-case basis



Facility Request Form

534 Ananias Dare Street, Manteo

Agency/Group Name _____

Contact Person _____ Phone (w) _____ (c) _____

Mailing address _____ Email _____

City/State/Zip _____

Purpose for Use _____ Open to Public _____ (yes) _____ (no)

Date(s) Requested _____

Starting Time _____ Ending Time _____ Anticipated attendance _____

NOTE: Starting and ending times should include setup and breakdown of room.

Check Area/Facility/Room(s)/Equipment Requesting

Meeting/Training Room Kitchen Smart TV Tables# _____ Chairs # _____

Play and Learn Library Upstairs conference room Outdoor Area/Lawn Parking est. # vehicles _____

Will food be served? _____ (yes) _____ (no) Will beverages be served? _____ (yes) _____ (no)

The requestor and the named agency/group shall hold harmless from and indemnify Children & Youth Partnership for Dare County, Inc. against all claims, losses, suits, actions, costs, counsel fees, litigation costs, expenses, damages, judgments, or decrees by reason of damage to any property or business and/or any death, injury or disability to or of any person arising out of or suffered, directly or indirectly, by reason of or in connection with any action, error or omission of the requestor and the named agency group, its agents or subcontractors, whether by negligence or otherwise in the use of this facility. The requestor and the named agency/group shall be responsible for damages incurred to the facility during its use. My signature indicates my agreement to the terms set forth in this document.

You will be contacted by email to confirm your reservation. If you have questions, please contact the office at (252) 441-0614 or cypobx@darekids.org.

Requestor's Signature _____ Date _____

CYP Rep Signature _____ Date _____

Office use only:

Request	_____ approved	_____ denied	
Written approval Emailed to Agency/Group	_____ yes	_____ no	
Event listed on master calendar	_____ yes	_____ no	
Post-event checklist completed	_____ yes	_____ no	
Damages, if any, invoiced	_____ yes	_____ no	_____ N/A
Damages, if any, collected	_____ yes	_____ no	_____ N/A