



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

### **'Stay and Play' Guidelines**

Children & Youth Partnership for Dare County (CYP) encourages the use of our Play & Learn Library by families and caregivers. For that reason, we make our space and materials available for FREE! We know that children learn through play, and encourage the use of the library as a safe and quiet space to 'Stay and Play,' while facilitating fun learning experiences with your children!

We love having families in the library for play dates and play groups. However, we also function as an office space. The guidelines listed below allow us to continue with our business while you have fun in the space.

- **The Play & Learn Library is open Monday-Thursday, 8:30am-4:30pm.**
  - Caregivers are welcome and encouraged to bring their child to play during open hours.
  - Caregivers are welcome to utilize the CYP picnic area and lawn for outdoor learning and play.
- Play Groups are defined as groups of people greater than 5.
  - Play Groups are required to schedule their play dates in advance by contacting CYP and completing the 'Stay and Play' Request Form (see other side). Completion of this form does not guarantee approval.
  - *Maximum Play Group Capacity: 5-6 caregivers and their children (not to exceed 12 individuals).*

#### **Facility Usage:**

- Upon arrival at the Center for CYP, please sign-in and make your presence known to a CYP staff member.
- **Please only play with the materials available on the open shelves, bookshelves, and carpet.**
- The Learning Kits are for check out only. If you plan to check out a learning kit or other materials, complete the Lending Library Agreement and see a CYP staff member for check out.
- Please use the bathroom located directly beside the library while you are visiting. It is equipped with a changing table.
- Leave the facilities clean and in good condition after use, returning all materials to their original locations.

#### **General Expectations:**

- **Children must be supervised by an adult at all times.**
- Due to allergies, food and drinks are not permitted in the library. Please enjoy our outdoor picnic tables for drinks and snacks or lunch.
- No smoking, vaping or alcoholic beverages are allowed inside or outside the premises.
- Failure to follow expectations will prevent further use of the facility.
- Please speak to a CYP staff member with any questions or concerns.
- The Center for CYP will not be utilized for any for-profit or commercial events.

**While usage of the Play & Learn Library is free, donations are accepted to help maintain the space and materials**



# 'Stay and Play' Request Form

## Children & Youth Partnership for Dare County

### 534 Ananias Dare Street, Manteo

Name/Group: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Purpose for Use \_\_\_\_\_

Date Requested\* \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

\*Approval of requests depend upon daily happenings and meetings at the Center for CYP. Play Groups must complete a 'Stay and Play' Request form at least 24 hours in advance of the requested play date.

#### **Indicate Facilities Requested:**

**Play & Learn Library**      **Outdoor Picnic Area/Lawn**      **Parking est. # vehicles** \_\_\_\_\_

**Anticipated attendance** \_\_\_\_\_ *Attendance should not exceed 12 individuals (children included).*

The requestor and the named 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 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 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 Individual	_____ yes	_____ no	
Post-event checklist completed	_____ yes	_____ no	
Damages, if any, invoiced	_____ yes	_____ no	_____ N/A
Damages, if any, collected	_____ yes	_____ no	_____ N/A