

Durham County Library Bookmobile: Parking Requirements

STEPS TO SCHEDULE A PROGRAM

1. Read and sign off on the Parking Requirements
2. Submit a date request with details on your event or program using the form available at <https://durhamcountylibrary.org/in-the-community/bring-the-library-to-you/> at least 3 weeks prior to your event. Please keep in mind, the earlier the request is submitted, the better the chance we will be able to accommodate your event.
3. Within a few days of receipt, library staff will review the date submitted to determine staffing availability. The Bookmobile team will investigate the proposed location to ensure possibility of safe setup
4. Within a week, library staff will reach out to you to confirm the date and finalize logistics of program/event
 - Arrival time for the vehicle will be mutually decided based on set up and program requirements
5. A few days prior to the program/event, library staff will confirm the date and time of arrival and all program details

PARKING REQUIREMENTS

The Bookmobile is a Mercedes-Benz Sprinter Van. The dimensions are approximately 22 feet long, 14 feet wide, and 10 feet tall.

- The Bookmobile requires the ability to pull into and out of the designated parking area easily and cannot be expected to parallel park into a tight space.
- The ground needs to be a fairly flat surface.
- No Electric outlet is required, the Bookmobile has its own generator.
- The Bookmobile also has its own AC and heater for onboard the vehicle that can function on the generator.

Please keep in mind that Library Staff does not monitor the perimeter of the Bookmobile before, during or after programs. Library Staff are not responsible for the safety of any participants who leave the immediate vicinity of the Bookmobile.

Name (print)

Date

Signature

Organization (if applicable)