



Durham County Library Tech Mobile: 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/techmobile> 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 Tech Mobile Driver 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 dimensions of the Tech Mobile: 154" high, 443" long, 144" wide (approx. 13 feet high, 37 feet long, and 12 feet wide), about as long as an average yellow school bus, as wide as two bulls, and the height of two refrigerators stacked on top of each other.

- At least 11 parking spaces (approx. 88 feet) is needed to safely park the Tech Mobile
- The Tech Mobile 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. Put a basketball on the ground where you want the Tech Mobile to be. If the basketball rolls away, the side extensions of the Tech Mobile cannot safely be set up, so the Tech Mobile will not be able to park there.
- No Electric outlet is required, the Tech Mobile has its own generator.
- The Tech Mobile 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 Tech Mobile before, during or after programs. For programs that take place outside of the Tech Mobile, staff will be occupied leading programs and are not responsible for the safety of any participants who leave the immediate vicinity of the Tech Mobile.

Name (Print)

Date

Signature

Organization (if applicable)