



# 2019 American Veterans Auditorium Application

Requests are pending until application is complete and signed copy is returned to you from the Reference Department. Applicants must be an adult with a library card in good standing.

Organization Name \_\_\_\_\_

Non-profit  Government agency (State or County)  Other  Business

*Not available for use for sales or profit making purpose*

Purpose of meeting \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

Library Card Number \_\_\_\_\_

App. Phone \_\_\_\_\_ App. E-mail \_\_\_\_\_

Co-App. Name \_\_\_\_\_ Co-App. Library Card No. \_\_\_\_\_

**\*\*NOTE:** The Auditorium may not be used for personal events or personal social activities. This includes but is not limited to weddings, bridal/baby showers, birthday parties, etc. Meetings planned as commercial endeavors or to advertise products or services are prohibited.

Beginning Time (include time for set-up): \_\_\_\_\_ Ending: \_\_\_\_\_

*Set up and clean-up must be completed within reserved time period. Staff will not help with set-up or clean-up.*

Expected Attendance \_\_\_\_\_ (Max approx. 70 chairs) Date(s) needed \_\_\_\_\_

Date(s) \_\_\_\_\_

May reserve up to six (6) months in advance. Tuesdays are not available. The next calendar year sign-up begins on December 1<sup>st</sup> of the current year, and a new form must be filled out. **Applicant must fill out new form for meetings that differ from original application times or after excessive changes.** Applications will only be held for one (1) month from last date scheduled. After that a new form must be submitted. **Meetings with varying times must be on separate forms.**

Is this meeting outside of library hours? YES  NO  The replacement cost of a lost door key is \$100.

*If yes, applicants are responsible for picking up and returning key during business hours within 4 days of event. \**

*\*I understand I will have to check out a key \_\_\_\_\_ (Applicant Initial)*

Do you plan to have food and/or beverages for your meeting? YES  NO

Equipment:  Podium  DVD/ Blu-ray Player  Projector with VGA Port Cord *(Computer & adapter cord not included)*

Limited number of VGA adapters available for check out with your Library Card for the meeting.

*The replacement cost of a lost VGA Adapter is \$30. They must be checked out the day of or day before meeting and must be returned by the following day.* I understand VGA Policy \_\_\_\_\_ (Applicant Initial)

*Free wireless internet is available password public123. Streaming videos are not accessible without prior approval. Applicants are advised to make arrangements in advance for training on the a-v equipment to test equipment/connection prior to meeting date.*

Use of the Auditorium is available to nonprofit community groups and organizations. The Library reserves the right to monitor the use of the Auditorium. The Library reserves the right to revoke Auditorium privileges at any time.

The undersigned agrees to:

1. Inform participants of all regulations governing use of the auditorium.
2. Accept full liability for any loss or damage to the facilities or equipment. **DO NOT tape anything to the walls of room.**
3. Provide any and all equipment, supplies and food needed by the group.
4. Clear room of your equipment, supplies, food, and trash by the designated end of your time.
5. **Meetings must not disturb normal library operations. The Library reserves the right to stop meetings that are disruptive to normal library operations. Use of microphone ONLY when library is closed.**

We, the undersigned, have read the American Veterans Auditorium Policy and agree to comply.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of co-applicant \_\_\_\_\_ Date \_\_\_\_\_

### NOTICE

- STAFF MAY CANCEL RESERVATION IF APPLICANT IS NOT PRESENT WITHIN 30 MINUTES OF RESERVATION START TIME.
- STAFF WILL PROVIDE ACCESS TO MEETING SPACE ONLY FOR APPLICANT.
- APPLICANT MUST BE PRESENT WHENEVER PARTICIPANTS ARE PRESENT.
- THE AUDITORIUM IS NOT AVAILABLE WHEN THE LIBRARY IS CLOSED FOR HOLIDAYS OR STAFF TRAINING.
- SHOULD THE LIBRARY CLOSE DUE TO AN EMERGENCY OR INCLEMENT WEATHER, ALL MEETINGS WILL BE CANCELLED.

### Office use only

Reservation: Scheduled / Declined \_\_\_\_\_ By \_\_\_\_\_ (Staff initial & date)

Room Reserved: A / B / AB

# American Veterans Auditorium Policy

## Greenwood County Library System

600 Main St S, Greenwood, SC 29646

Reference Desk: 864- 941- 4655

### General Policy

The Auditorium is available to groups and individuals based in Greenwood County on an equitable basis, regardless of the beliefs or affiliations of groups and individuals requesting its use. The right of a group to meet in the public library does not constitute an endorsement of the group's policies or beliefs by the Greenwood County Library System. The needs of the Library System and its affiliates take precedence over those of other organizations. The Library reserves the right to limit use where the demands for meeting space so require, and, when necessary, the Library will notify a group as soon as possible if its scheduled auditorium use needs to be cancelled. Wireless Internet access is available in the Auditorium.

### Rules for Use

1. All use of the Auditorium must be approved by the Library Director or designee. The Auditorium may be divided into two rooms. The Library reserves the right to determine which room will best accommodate each group's needs and assign rooms accordingly. Use of the Auditorium will be scheduled through the Reference Desk.

2. Prospective users must sign an application. The signer of the application, who must be an adult, is responsible for the orderly conduct of the group. The applicant must hold a library card for the Greenwood County Library System, and owe less than \$5 in fines/fees to be in good standing. Requests are considered pending until the application is complete and confirmation is received from Library staff. In the event of any damage to Library property and/or equipment, that individual will be liable. Young children accompanying adult users of the Auditorium may not be left unattended in the Library. Minors are not permitted to use the Auditorium without adult supervision.

**3. The Auditorium may not be used for personal events or personal social activities. This includes but is not limited to weddings, bridal/baby showers, birthday parties, etc. Meetings planned as commercial endeavors or to advertise products or services are prohibited.**

4. Groups using the auditorium outside of regular Library hours are responsible for arranging to pick up and return the door key. The key may be picked up the day before or the day of the group's meeting, and should be returned the day following the meeting. The replacement cost of a lost door key is \$100, and includes the cost of replacing the locks on the two outside doors plus the cost of replacement keys.

5. Maximum attendance for the auditorium is limited to 311 adults. This number is determined by the local fire code.

**6. Room set-up is each group's responsibility. The room must be left in the condition in which it was found unless other instructions are given.**

7. Only the Library System and Friends of the Greenwood County Library System may sponsor fund-raising activities in the Auditorium. Purely social functions may be sponsored by the Library, the Friends of the Library, or as part of the on-going activities of groups that meet in the Library regularly.

8. All meetings are free and open to the public. Non-library groups are not permitted to engage in fund-raising activities or to charge fees or admission to programs held on Library premises. Club dues and other share costs within an organization are not considered fees. With Library approval, educational entities may charge reasonable tuition costs.

9. Groups wishing to serve refreshments may do so. Each group is responsible for cleaning up after auditorium use. The serving of alcoholic beverages is not permitted on Library premises. Smoking in all areas of the Library is prohibited.

10. The Library reserves the right to withdraw permission for Auditorium use when conditions warrant such action. **Meetings must be conducted so as not to disturb others using the Library. Groups which disturb Library activities or Library users will be denied future use of the Auditorium.**

**11. Library audiovisual equipment is available only upon prior reservation, and to groups which have an experienced operator. This person should make arrangements in advance for training on the a-v equipment.**

### Please note:

The Library is not responsible for any property, personal or otherwise, which is brought onto or into any of the Library's premises. The Library user is responsible for his/her property and specifically waives any subrogation rights against the Library. Further, the user of Library property is responsible for any negligent personal injury or property damage caused by the individual or any member of his/her group while on Library premises. The Library user agrees to hold the Library harmless for any personal injury or property damage caused by the individual user or any member of his/her group.

Policy Approved September 15, 2010

Amended May 14, 2013

We, the undersigned, have read the American Veterans Auditorium Policy and agree to comply.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of co-applicant \_\_\_\_\_ Date \_\_\_\_\_