



2019 Conference Room 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.

****NOTE:** The Conference Rooms 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.

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** _____

Beginning Time (include time for set-up): _____ **Ending:** _____

Set up and clean-up must be completed within reserved time period.

Meeting Attendance _____ (Conference Room #1 Max 12 people or Conference Room #2 Max 25 people)

Circle One: Conference Room #1 (Max 12 people) **OR** **Conference Room #2** (Max 25 people)
Downstairs Upstairs

May reserve up to six (6) months in advance. Tuesdays are not available. The next calendar year sign-up begins on December 1st 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 and rooms must be on separate forms.

Dates _____

Dates _____

Dates _____

Room Details: Conference room includes a table, chairs and a white board. Additional chairs may be available depending upon maximum occupancy allowed. **No food or beverages allowed.** Free wireless internet is available **password public123.** Streaming videos are not accessible without prior approval.

Use of the Conference Room is available to nonprofit community groups and organizations. The Library reserves the right to monitor the use of the Conference Rooms. The Library reserves the right to revoke meeting room privileges at any time. The undersigned agrees to:

1. Inform participants of all regulations governing use of the room.
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 and supplies needed by the group.
4. Clear room of your equipment, supplies 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.**

We, the undersigned, have read the Conference Room Policy and agree to comply.

Signature of applicant _____ **Date** _____

Signature of co-applicant _____ **Date** _____

NOTICE

- ALL MEETINGS MUST END AND THE ROOM VACATED 15 MINUTES BEFORE LIBRARY CLOSING TIME.**
- 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.
- NO FOOD OR BEVERAGES ARE ALLOWED.**
- SHOULD THE LIBRARY CLOSE DUE TO AN EMERGENCY OR INCLEMENT WEATHER, ALL MEETINGS WILL BE CANCELLED.

Office use only

Reservation: Scheduled / Declined _____ **By** _____ (Staff date & initial)

Room: Conference Room #1 / Conference Room #2

Conference Room Policy

Greenwood County Library System

600 Main St S, Greenwood, SC 29646

Reference Desk: 864- 941- 4655

General Policy

The Greenwood County Library has two (2) conference rooms. The Library reserves conference rooms on a first come first served basis, as scheduling permits. 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 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 room use needs to be cancelled.

Rules for Use

1. Groups who wish to use a Conference Room may sign up for one at the Reference Desk. Wireless Internet access is available throughout the Library, including the Conference Rooms.

2. Groups who wish to use a Conference Room must sign an application. The signer of the application must be an adult, and is responsible for the orderly conduct of the group. The applicant must have a library card, and owe less than \$5 in fines/fees to be in good standing. Requests are pending until the application is complete, and written confirmation is received from Library staff. In the event of any damage to Library property and equipment, that individual will be liable. Young children accompanying adult users of a Conference Room may not be left unattended in the Library.

3. Students grade 12 and below are not allowed to use a Conference Room without adult supervision.

4. Maximum attendance in Conference Room 1 is 12 adults. Maximum attendance in Conference Room 2 is 25 adults. Maximum attendance is determined by the local fire code.

5. Conference Rooms are available for public use when the library is open. Rooms must be vacated fifteen (15) minutes prior to closing. When circumstances so require, the Library Director or designee may terminate a meeting in progress.

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. The Conference Rooms 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.

8. The Library reserves the right to withdraw permission for conference room 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 Conference Rooms.

9. The Library is not responsible for items left in a Conference Room.

Approved September 15, 2010

We, the undersigned, have read the Conference Room Policy and agree to comply.

Signature of applicant _____ Date _____

Signature of co-applicant _____ Date _____