

PICKENS COUNTY LIBRARY SYSTEM
MEETING / CONFERENCE ROOM APPLICATION

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Approved Y or N _____
Confirmed via _____

Organization _____
Date(s) _____
Reserved beginning time (include set-up) _____ Meeting start time (if different from reserved beginning time) _____
Reserved ending time (include clean-up) _____
Estimated attendance _____

After completing this form, please submit it to the branch where you wish to hold your meeting. Meetings must start after the library opens and end 15 minutes before it closes. Please check the branch hours before scheduling your meeting. The library provides some equipment for meetings; however, we do not set up or clean up for meetings. Please include set-up and clean-up as part of your reserved time. Due to fire regulations, seating capacity must be enforced. All meetings are listed on our web page calendar of events. Due to meeting room demand, missed meetings may result in cancellation of future reservations.

Branch Location and room size

- Captain Kimberly Hampton Memorial Library
304 Biltmore Road
Easley, SC 29640
850-7077 fax: 850-7088
 Meeting room - seats 50
 Conference room - seats 12
 Large study room - seats 6
 Small study room- seats 4
- Central-Clemson Regional Branch
105 Commons Way
Central, SC 29630
639-2711 fax: 639-6643
 Meeting room - seats 50
 Conference room - seats 8
- Village Branch
124 N. Catherine Street
Pickens, SC 29671
898-5747 fax: 898-5750
 Meeting room - seats 30
 Conference room- seats 12
- Sarlin Community Branch
15 S. Palmetto Street
Liberty, SC 29657
843-5805 fax: 843-5806
 Meeting room - seats 25
 Conference room- seats 6

Equipment needed- (please check all that apply)

- Laptop (with MS Office and Skype, not available at all locations) Easel (no easel in Pickens, we do NOT supply markers, paper, etc.)
- DVD player Table(s) # required _____
- Projector Chair(s) # required _____
- Podium Kitchen facilities (no kitchen available in Pickens)

I have read and understand the Library's Meeting Room Policy (on reverse side). On behalf of my organization, we agree to comply.

Signature of individual making application _____

Print Name _____

Address _____ City _____ Zip _____

Home telephone _____ Work _____ Cell _____

Email _____

Alternate contact person _____

Address _____ City _____ Zip _____

Home telephone _____ Work _____ Cell _____

Email _____

For Office Use Only

Today's date _____ Time _____ Staff who received application _____

MEETING ROOM POLICY

The Pickens County Library System offers non-profiting use of its meeting and conference rooms to groups and individuals for law-abiding purposes as outlined below. Room reservations are assigned on a first-come, first-served basis. The Library will resolve reservation issues using the following priorities:

- a. Library sponsored events
- b. Government departments or agencies within Pickens County
- c. Community organizations formed for educational, cultural, and civic purposes
- d. Other

The use of the meeting room is subject to the following guidelines:

1. Meetings, programs, and exhibits must be open to the public. The library reserves the right to monitor any meeting.
2. All meetings must be scheduled within the library's public hours and must end at least 15 minutes prior to the location's closing time.
3. Any publicity must state that the meeting is not a library-sponsored event. The library's contact information is not to be listed without prior approval.
4. No solicitation or selling of any kind. You may charge fees or tuition only with prior approval by the Library Director.
5. Meeting room set-up and storage are not provided. Any individual or group using the facility will be responsible for setting up and taking down any tables and/or chairs as well as leaving the room(s) clean and in order. Items left in the meeting room or kitchen may be disposed of by the library.
6. Equipment for the meeting room must be reserved on the application to ensure its availability.
7. Each applicant is limited to 24 reservations within a 12-month period.
8. Cancellations should be made 48 hours in advance. Failure to give prior notice will result in the reservation being cancelled 15 minutes after the scheduled time. The library may cancel or reschedule any meeting as needed at the library's discretion.
9. The person signing the application is liable for any damage to the building, furniture or equipment.
10. The person reserving the meeting room must be in good standing with the library. (Cannot owe more than \$5 in fines and fees to the library for any reason)
11. Due to fire regulations, meeting room capacity must not be exceeded.
12. The library is unable to provide security, but may require the user to provide security.
13. Private events, i.e. birthday parties, family reunions, etc. are prohibited.
14. Violations of library policies may result in the denial of future meeting room use.
15. Individuals and groups using the meeting room(s) must adhere to the library's Code of Conduct Policy.

Granting permission to use library facilities does not constitute an endorsement of the group or organization by the Pickens County Library System, its Board of Trustees, or Pickens County Officials.