

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 ( ) Meeting room - seats 50  
304 Biltmore Road ( ) Conference room - seats 12  
Easley, SC 29640 ( ) Large study room - seats 6  
850-7077 fax: 850-7088 ( ) Small study room- seats 4

*Indigo Ridge Café, our onsite coffee bar, is available to cater your meeting. Call 855-1834.*

- Central-Clemson Regional Branch ( ) Meeting room - seats 50  
105 Commons Way ( ) Conference room - seats 8  
Central, SC 29630  
639-2711 fax: 639-6643
- Village Branch ( ) Meeting room - seats 30  
124 N. Catherine Street ( ) Conference room- seats 12  
Pickens, SC 29671  
898-5747 fax: 898-5750
- Sarlin Community Branch ( ) Meeting room - seats 25  
15 S. Palmetto Street ( ) Conference room- seats 6  
Liberty, SC 29657  
843-5805 fax: 843-5806

**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.