



# MEETING ROOM APPLICATION

Meeting room requests are pending until written confirmation is sent by library staff.

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

Applicant \_\_\_\_\_

Address \_\_\_\_\_

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

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Co-Applicant \_\_\_\_\_

Address \_\_\_\_\_

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

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date(s) needed \_\_\_\_\_ Expected Attendance \_\_\_\_\_

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

Location \_\_\_\_\_ Room \_\_\_\_\_

**ALL MEETINGS MUST END AND THE ROOM VACATED 30 MINUTES BEFORE LIBRARY CLOSING TIME.**

**Allow time to set up and clean up during reservation time period.**

Reservation time: Begin \_\_\_\_\_ End \_\_\_\_\_ Meeting Start Time \_\_\_\_\_

**NO FOOD AND BEVERAGES, EXCEPT BOTTLED WATER, ARE ALLOWED IN THE MEETING ROOM UNLESS THE APPROPRIATE FEE IS PAID.**

- Please check in with staff upon arrival and give notice when finished.
- One applicant must be present during the entire reservation time.
- Staff will open the meeting room only for applicant and/or co-applicant.

**Fee schedule and checklist of equipment/furniture available are itemized on the next page.**

## CHECKLIST OF EQUIPMENT/FURNITURE (no charge)

- |  |  |
|--|--|
| <input type="checkbox"/> Tables (3' x 6') _____ Quantity<br><input type="checkbox"/> Chairs _____ Quantity<br><input type="checkbox"/> Podium w/Microphone<br><input type="checkbox"/> Lavalier Microphone (Main Library only)<br><input type="checkbox"/> Handheld Microphone (Main Library only)<br><input type="checkbox"/> TV & VCR/DVD player | <input type="checkbox"/> Flip Chart Holder (no paper or markers)<br><input type="checkbox"/> White Board and Stand (no markers)<br><input type="checkbox"/> Portable LCD projector, (if available, Main only)<br><input type="checkbox"/> Overhead Projector (for transparencies)<br><input type="checkbox"/> Projector Cart<br><input type="checkbox"/> Telephone (Main Library only) |
|--|--|

**THE LIBRARY DOES NOT PROVIDE EXTENSION CORDS.**

### Optional Services

**Room set-up/take-down** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**     *If Yes, the following charges apply:*  
 A schematic must be provided if library staff provides room set-up service.

Branch Library or one section at Main Library	<b>\$ 75.00</b>
Two sections at Main Library	<b>\$125.00</b>
Three sections at Main Library	<b>\$175.00</b>

**Food/beverages** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

Branch Library or one section at Main Library	<b>\$100.00</b>
Two sections at Main Library	<b>\$150.00</b>
Three sections at Main Library	<b>\$200.00</b>

**Portable Stage** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**     **\$100.00**  
 (Main Library only)

\*

**Applicable fees must be paid prior to the meeting date.**

*We, the undersigned, have read and agree to the contents of the Greenville County Library System's Meeting Room Policy. We agree to be responsible for the use and care of the Library property and facilities. We acknowledge that no food or beverages, except bottled water, are allowed in the meeting room unless the food/beverage fee has been paid. We will hold the Greenville County Library System harmless for any damages to property and persons while our group or organization uses Library facilities. We understand that meeting room requests are considered pending until written confirmation is received from library staff.*

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

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

### FAX NUMBERS

Main Library 235-8375	Mauldin Branch 277-7389
Anderson Rd. Branch 269-3986	Pelham Road Branch 675-9149
Augusta Rd. Branch 277-2673	Simpsonville Branch 228-0986
Berea Branch 246-1765	Taylor's Branch 268-4275
Fountain Inn 862-6376	Travelers Rest Branch 834-4686
Greer Branch 877-1422	

## **Main Library Technical Assistance**

To ensure proper connections and equipment operation, presenter should arrive 30 minutes prior to scheduled presentation time.

**Applicable fees must be paid prior to the meeting date.**

**A \$75.00 fee is charged for use of any of the following Library items:**

- LCD Projector (ceiling mounted)
- Internet Connection
- Laptop Computer
- Satellite Downlink

**Please note:**

**Meeting room applicants are responsible for paying any third party satellite connection fee. Library staff will notify applicants upon receipt of any such charges.**

**Please call Jerry Osteen, 9:00 to 5:00, M-F, 864-242-5000 X 4231 for final coordination of technical assistance one week prior to the scheduled presentation.**