LIBRARY USE ONLY	Received date/time:_____/_____
	Date entered:_____ Initials:_____
	Date confirmation sent:_____ Initials:_____

APPLICATION FOR USE OF RESERVED MEETING SPACE

Request is not confirmed until Applicant receives written confirmation from Library System staff.

EXPECTED ATTENDANCE: _____

ROOM PREFERENCE: ☐ **CONFERENCE ROOM** *(seats 4 to 8)* ☐ **MEETING ROOM**

Organization/Group Name _____

Applicant _____ **Library Card No.** _____

Home Address _____

Phone Number _____ **E-mail** _____

Designee (optional) _____ **Library Card No.** _____

Phone Number _____ **E-mail** _____

Date(s) requested 1)_____ 2)_____ 3)_____ 4)_____ 5)_____ 6)_____.

Three (3) dates per calendar month may be submitted up to 60 days in advance. Applications submitted less than 48-hours prior to date(s) listed may not be processed in time for requested use.

Reservation Time Period: ____ ☐ **AM** ☐ **PM** ***until:*** _____ ☐ **AM** ☐ **PM** **Meeting Start Time:** _____ ☐ **AM** ☐ **PM**

Reservation Time Period may not exceed four (4) hours. End time must be at least 30 minutes before location closing time.
If different Reservation Time Periods are requested for various dates, note desired reservation times for each date in description space.

Library System Location preference: : _____

Brief Meeting Description: _____

PLEASE ACKNOWLEDGE EACH STATEMENT BY INITIALING (printed copy) or CHECKING (electronic copy).

☐ **Meeting spaces are considered public areas. Privacy is not guaranteed.** Anyone may enter the meeting space while it is in use.

☐ **I may not collect funds, donations, orders or pledges** during the reserved period.

☐ **I may not charge for admission, participation, registration, materials, or supplies.**

☐ **No food or beverage, except bottled water is allowed**. Food is permitted in Meeting Rooms at Hughes Main Library and Five Forks Branch, with pre-paid fee as indicated on this application.

☐ **Reserved space will be unlocked only for the Applicant or Designee** noted on the Application. Applicant or Designee must present Library card or photo ID for entry and must be present during entire period of use. Early entry is not granted.

☐ **I will check in with Library System staff upon arrival and at conclusion** of my meeting. Library System location may cancel reservation if Applicant or Designee does not check in with staff within 30 minutes of reservation start time.

☐ **I will vacate the meeting space 30 minutes before the Library System location's closing time**.

☐ **I should alert staff prior to the start of my meeting** if I note any damage to the space, furnishings or equipment.

☐ **I may <u>not</u> restrict admission or limit attendance to a number less than posted occupancy permitted. Walk-up attendees must be granted access.**

☐ **My meeting promotion/promotional material <u>must</u> include contact information for meeting organizer. It may <u>not</u>:**

- state/imply sponsorship/endorsement by Greenville County Library System
- include Library System logo or branding, telephone number, email address, or website address, or use a Library System location's physical address as the return address on mailings

I understand that meeting space requests are considered pending until completed application is submitted, written confirmation is received from Library System staff, and any applicable fees have been paid. I, the undersigned, have read and agree to abide by the Greenville County Library System Meeting Spaces Use Policy and Code of Conduct.

I understand that my reservation may be cancelled and requests for future use denied if I violate these policies.

Signature of Applicant _____ **Date** _____

Printed name _____

EQUIPMENT AVAILABLE FOR USE - ALL MEETING ROOMS

Testing personal equipment/connections prior to meeting is encouraged. Free wireless internet access available at all locations.

- ☐ Number of Tables (3' x 6') _____
- ☐ Number of Chairs _____
- ☐ Podium
- ☐ White Board
- ☐ Flip Chart Holder (no pad/markers provided)
- ☐ Wall mounted monitor for use w/a laptop
  (Not available at Hughes Main or Five Forks Rooms A/B; laptop not included)

Additional Equipment/Options at Five Forks Branch and Hughes Main Library ONLY:

- ☐ Lavaliere Microphone
- ☐ Handheld Microphone
- ☐ Portable projector
- ☐ Laptop for use with projector – **$25.00**
- ☐ Technical Assistance - $75.00
- ☐ Ceiling mounted projection System
- ☐ Fee if food is brought into Meeting Room – **$100.00 per room**
- ☐ Stage (Hughes Main Library only) (6' x 16'☐ or 12' x 8'☐) – **$100.00**
  - Additional stage sections (6' x 8') – **$50.00 ea.**
  - Additional Number Needed **x $50 =**:

CONTACT AND OCCUPANCY INFORMATION FOR LIBRARY SPACES

Applications may be submitted electronically, by fax, or in person. Applications are available at all Library System locations and at www.greenvillelibrary.org/meeting-spaces. **Attendance cannot exceed posted occupancy permitted.**

Hughes Main Library* **864-242-5000 • Fax 864-235-8375** ***For Meeting Rooms:*** *hughesmr@greenvillelibrary.org* ***For Conference Rooms:*** *asklibrarian@greenvillelibrary.org* 3 Meeting Rooms – seating for 300 when combined Max occupancy permitted per room: (A)199, (B) 204, (C)168 5 Conference Rooms – seating for 8 each	**Anderson Road** **864-269-5210 • Fax 864-269-3986** *andersonroad@greenvillelibrary.org* 1 Meeting Room – seating for 72; max occupancy 168 1 Conference Room – seating for 8
Augusta Road **864-277-0161 • Fax 864-277-2673** *augustaroad@greenvillelibrary.org* 1 Meeting Room – seating for 65; max occupancy 140 1 Conference Room – seating for 8	**Berea** **864-246-1695 • Fax 864-246-1765** *berea@greenvillelibrary.org* 1 Meeting Room – seating for 66; max occupancy 75 1 Conference Room – seating for 8
Blue Ridge* **864**-271-5677 • **Fax 864**-400-8847 *blueridge@greenvillelibrary.org* 1 Meeting Room – tables & chairs 85; seating for 110; max occupancy 182 2 Conference Rooms – seating for 4 each	**Five Forks*** **864-234-4904 • Fax 864-234-4997** *fiveforks@greenvillelibrary.org* 2 Meeting Rooms – seating for 200 when combined Maximum occupancy permitted per room: 150 each Collaboration Space – seating for 20 3 Conference Rooms – seating for 6 each
Fountain Inn **864-862-2576 • Fax 864-862-6376** *fountaininn@greenvillelibrary.org* 1 Meeting Room – seating for 58; max occupancy 120 1 Conference Room – seating for 6	**Greer*** **864-877-8722 • Fax 864-877-1422** *greer@greenvillelibrary.org* 1 Meeting Room – seating for 94; max occupancy: 186 3 Conference Rooms – seating per room: (A) 4, (B) 4, (C) 6
Mauldin **864-277-7397 • Fax 864-277-7389** *mauldin@greenvillelibrary.org* 1 Meeting Room – seating for 50; max occupancy 91 1 Conference Room – seating for 8	**Pelham Road** **864-288-6688 • Fax 864-675-9149** *pelhamroad@greenvillelibrary.org* 1 Meeting Room – seating for 80; max occupancy 190 1 Conference Room – seating for 6
Simpsonville **864-963-9031 • Fax 864-228-0986** *simpsonville@greenvillelibrary.org* 1 Meeting Room – seating for 76; max occupancy 120 1 Conference Room – seating for 6	**Taylors** **864-268-5955 • Fax 864-268-4275** *taylors@greenvillelibrary.org* 1 Meeting Room – seating for 90; max occupancy 170 1 Conference Room – seating for 6
Travelers Rest **864-834-3650 • Fax 864-834-4686** *travelersrest@greenvillelibrary.org* 1 Meeting Room – seating for 58; max occupancy 139 1 Conference Room – seating for 6	***Denotes hearing loop installed in meeting room.**