



# CONFERENCE ROOM APPLICATION

Applicant: \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

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

**FOR ADVANCE RESERVATIONS, PLEASE PROVIDE THE FOLLOWING:**

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business \_\_\_\_\_ Cell \_\_\_\_\_

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

Optional Contact/Designee: \_\_\_\_\_

Contact/Designee Library Card Number: \_\_\_\_\_

Date(s) needed \_\_\_\_\_

Reservation time: Begin \_\_\_\_\_ End \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Library Location \_\_\_\_\_

Purpose of meeting \_\_\_\_\_  
(Goods or services may not be exchanged for money)

- ROOMS MUST BE VACATED AT LEAST 30 MINUTES BEFORE LIBRARY CLOSING TIME.
- NO FOOD OR BEVERAGES, EXCEPT BOTTLED WATER, ARE ALLOWED IN CONFERENCE ROOMS.
- STAFF MAY CANCEL RESERVATION IF APPLICANT OR APPLICANT'S DESIGNEE IS NOT PRESENT WITHIN 30 MINUTES AFTER RESERVATION START TIME.
- THIS APPLICATION IS VALID FOR 90 DAYS FROM DATE OF RECEIPT.

- Check in with staff upon arrival and give notice when finished.
- Staff will open a room only for applicant or applicant's designee.
- Applicant or applicant's designee must be present whenever participants are present.
- Each conference room includes a white board, table, and 6-10 chairs, depending on the maximum occupancy allowed.

*I, the undersigned, have read and agree to abide by the Greenville County Library System's Meeting Spaces Use Policy, Regulations and Application instructions. I understand that I am responsible for the use and care of the meeting space. I will hold the Greenville County Library System harmless for any damages to property and person while our group or organization uses Library facilities. I understand that meeting space requests are considered pending until written confirmation is received from library staff.*

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**FAX NUMBERS FOR LIBRARY LOCATIONS**

Anderson Rd. Branch	269-3986	Hughes Main Library	235-8375*
Augusta Rd. Branch	277-2673	Mauldin Branch	277-7389
Berea Branch	246-1765	Pelham Road Branch	675-9149
Five Forks Branch	234-4997	Simpsonville Branch	228-0986
Fountain Inn Branch	862-6376	Taylor's Branch	268-4275
Greer Branch	877-1422	Travelers Rest Branch	834-4686

Contact your local branch for information about room availability or to add or change reservations.

\*For Main Library Conference Room requests, emails should be sent to [asklibrarian@greenvillelibrary.org](mailto:asklibrarian@greenvillelibrary.org).

**FOR LIBRARY USE ONLY**

Additional requested dates and times: \_\_\_\_\_ Date confirmation email sent: \_\_\_\_\_ Initials: \_\_\_\_\_  
Date confirmation email sent: \_\_\_\_\_ Initials: \_\_\_\_\_