



MEETING ROOM APPLICATION

Requests are pending until application is complete and written confirmation is received from library staff. Applicants **MUST** complete Page 2 Equipment and Fee-Based Options

Organization Name _____

Applicant _____

Home Address _____

Library Card Number _____

Daytime Phone _____ Evening Phone _____

E-mail _____

Optional Contact/Designee _____

Home Address _____

Library Card Number _____

Daytime Phone _____ Evening Phone _____

E-mail _____

Date(s) needed _____ Expected Attendance _____

Additional Dates _____ / _____ / _____
(May reserve up to 90 days in advance)

Purpose of meeting _____

Library Location _____

Reservation Time: Begin _____ am/pm End _____ am/pm Meeting Start Time: _____

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

Set up and clean up must be completed within reservation time period.

NOTICE

- STAFF MAY CANCEL RESERVATION IF APPLICANT OR APPLICANT'S DESIGNEE IS NOT PRESENT WITHIN 30 MINUTES AFTER RESERVATION START TIME.
- PLEASE CHECK IN WITH STAFF (SECURITY IF AT MAIN LIBRARY) UPON ARRIVAL AND NOTIFY STAFF/SECURITY WHEN FINISHED.
- STAFF WILL PROVIDE ACCESS TO MEETING SPACE ONLY FOR APPLICANT OR APPLICANT'S DESIGNEE.
- APPLICANT OR APPLICANT'S DESIGNEE MUST BE PRESENT WHENEVER PARTICIPANTS ARE PRESENT.
- NO FOOD OR BEVERAGES, EXCEPT BOTTLED WATER, ARE ALLOWED UNLESS APPROPRIATE FEE IS PREPAID.

EQUIPMENT & FEE-BASED OPTIONS

CHECK NEEDED EQUIPMENT/FURNITURE (Available at no charge)

Free Wireless Internet is available at all locations. Applicants are advised to test equipment/connection prior to meeting date. Hearing loop is installed at Main Library and Five Forks Branch for use with telecoil hearing aids.

- Number of Tables (3' x 6') _____
- Number of Chairs _____
- Podium with mic
- Flip Chart Holder (no paper or markers provided)
- White Board and Stand (no markers provided)
- TV & DVD/VCR/ player

Additional Equipment Available at Main Library:

- Handheld Microphone*
- Lavalier Microphone*
- Portable LCD projector w/cart
- Projector (for transparencies) w/cart
- Assistive Listening device* (w/ room sound system)

** Also available at Five Forks*

CHECK "YES" OR "NO" FOR FEE-BASED OPTIONS BELOW

(Fees Apply ONLY if "YES")

Would you like your room set-up and take-down by library staff?

YES NO

If yes, Applicant must provide schematic and pay fee prior to meeting date.

Fee:

For Branch Library or one section at Main Library/Five Forks Branch

\$ 75.00

For Two sections at Main Library/Five Forks Branch

\$150.00

For Three sections at Main Library

\$225.00

Will food/beverages be brought/catered in for your meeting?

YES NO

If yes, fee applies and must be paid prior to meeting date.

Fee:

Branch Library or one section at Main Library /Five Forks Branch

\$100.00

Two sections at Main Library/Five Forks Branch

\$150.00

Three sections at Main Library

\$200.00

Technical Assistance:

YES NO

Fee must be paid for staff assistance beyond general equipment instruction.

Fee: \$75.00

At Hughes Main Library:

Laptop (available at Main and Five Forks) \$25.00

YES NO

Ceiling Mounted LCD Projector \$75.00

YES NO

Portable Stage \$100.00

YES NO

Includes two sections totaling 8 x 16 size. Additional sections \$50.00 each.

_____ Additional section(s) x 50.00 = _____

*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 agree to be responsible for the use and care of the Library property and facilities. I will hold the Greenville County Library System harmless for any damages to property and person while my group or organization uses Library facilities. **I understand that meeting space requests are considered pending until written confirmation is received from library staff.***

Signature of applicant _____ Date _____

FAX NUMBERS FOR LIBRARY LOCATIONS

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