



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 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 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, or charge for admission, 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 staff upon arrival and at conclusion of my meeting. Library 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'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 not 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 must include contact information for meeting organizer. It may not:
 - 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 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') _____	White Board
_ Number of Chairs _____	Flip Chart Holder (no pad/markers provided)
Podium	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/or Hughes Main Library ONLY:

Lavalier Microphone	_ Ceiling mounted projection system (includes technical assistance) – \$75.00
Handheld Microphone	Fee if food is brought into Meeting Room – \$100.00 per room
Portable projector	Stage (Hughes Main Library only) (6' x 16' _ or 12' x 8' _) – \$100.00
Laptop for use with projector – \$25.00	- Additional stage sections (6' x 8') – \$50.00 ea.
	- 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 locations below and at www.greenvillelibrary.org/meeting-spaces. **Attendance cannot exceed posted occupancy permitted.**
 *Denotes hearing loop installed in meeting room.

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 bera@greenvillelibrary.org 1 Meeting Room – seating for 66; max occupancy 75 1 Conference Room – seating for 8
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