



# 2025 Conference Room Application

Requests are pending until application is complete and signed copy is returned to you from the Reference Department. Applicants must be an adult with a library card in good standing.

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

- Non-profit     Government agency (State or County)     Other
- Business (Not available for use for sales or profit making purpose)

**\*\*NOTE:** The Conference Rooms may not be used for personal events or personal social activities. This includes but is not limited to weddings, bridal/baby showers, birthday parties, etc. Meetings planned as commercial endeavors or to advertise products or services are prohibited.

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

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

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

App. Phone \_\_\_\_\_ App. E-mail \_\_\_\_\_

Co-App Name \_\_\_\_\_ Co-App Library Card No \_\_\_\_\_

Beginning Time (include time for set-up): \_\_\_\_\_ Ending: \_\_\_\_\_

*Set up and clean-up must be completed within reserved time period by applicants.*

Meeting Attendance \_\_\_\_\_ (Conference Room #1 Max 12 people or Conference Room #2 Max 25 people)

Circle One: **Conference Room #1** (Max 12 people) **OR** **Conference Room #2** (Max 25 people)  
Downstairs Upstairs

May reserve up to six (6) months in advance. The next calendar year sign-up begins on December 1<sup>st</sup> of the current year, and a new form must be filled out. Applicant must fill out new form for meetings that differ from original application times or after excessive changes. Applications will only be held for one (1) month from last date scheduled. After that a new form must be submitted. *Meetings with varying times and rooms must be on separate forms.*

Dates \_\_\_\_\_

Dates \_\_\_\_\_

Dates \_\_\_\_\_

**Room Details:** Conference room includes a table, chairs and a white board. Additional chairs may be available depending upon maximum occupancy allowed. **No food or beverages allowed.** Free wireless internet is available. *Password is public789.*

Use of the Conference Room is available to nonprofit community groups and organizations. The Library reserves the right to monitor the use of the Conference Rooms. The Library reserves the right to revoke meeting room privileges at any time. The undersigned agrees to:

1. Inform participants of all regulations governing use of the room.
2. Accept full liability for any loss or damage to the facilities or equipment. **Do NOT tape anything to the walls of room.**
3. Provide any and all equipment and supplies needed by the group.
4. Clear room of your equipment, supplies and trash by the designated end of your time.
5. **Meetings must not disturb normal library operations. The Library reserves the right to stop meetings that are disruptive to normal library operations.**

We, the undersigned, have read the Conference Room Policy and agree to comply.

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

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

### NOTICE

- ALL MEETINGS MUST END AND THE ROOM MUST BE VACATED 15 MINUTES BEFORE LIBRARY CLOSING TIME.**
- STAFF MAY CANCEL RESERVATION IF APPLICANT IS NOT PRESENT WITHIN 30 MINUTES OF RESERVATION START TIME.
- STAFF WILL PROVIDE ACCESS TO MEETING SPACE ONLY FOR APPLICANT.**
- APPLICANT MUST BE PRESENT WHENEVER PARTICIPANTS ARE PRESENT.
- NO FOOD OR BEVERAGES ARE ALLOWED.**
- SHOULD THE LIBRARY CLOSE DUE TO AN EMERGENCY OR INCLEMENT WEATHER, ALL MEETINGS WILL BE CANCELLED.

### Office use only

Reservation: Scheduled / Declined \_\_\_\_\_ By \_\_\_\_\_ (Staff date & initial)

Room: Conference Room #1 / Conference Room #2

# Conference Room Policy

## Greenwood County Library System

600 Main St S, Greenwood, SC 29646

Reference Desk: 864- 941- 4655

### General Policy

The Greenwood County Library has two (2) conference rooms. The Library reserves conference rooms on a first come first served basis, as scheduling permits. The right of a group to meet in the public library does not constitute an endorsement of the group's policies or beliefs by the Greenwood County Library System. The needs of the Library and its affiliates take precedence over those of other organizations. The Library reserves the right to limit use where the demands for meeting space so require, and, when necessary, the Library will notify a group as soon as possible if its scheduled room use needs to be cancelled.

### Rules for Use

1. Groups who wish to use a Conference Room may sign up for one at the Reference Desk. Wireless Internet access is available throughout the Library, including the Conference Rooms.

2. Groups who wish to use a Conference Room must sign an application. The signer of the application must be an adult, and is responsible for the orderly conduct of the group. The applicant must have a library card, and owe less than \$5 in fines/fees to be in good standing. Requests are pending until the application is complete, and written confirmation is received from Library staff. In the event of any damage to Library property and equipment, that individual will be liable. Young children accompanying adult users of a Conference Room may not be left unattended in the Library.

3. Students aged 17 and below are not allowed to use a Conference Room without adult supervision.

4. Maximum attendance in Conference Room 1 is 12 adults. Maximum attendance in Conference Room 2 is 25 adults. Maximum attendance is determined by the local fire code.

5. Conference Rooms are available for public use when the library is open. Rooms must be vacated fifteen (15) minutes prior to closing. When circumstances so require, the Library Director or designee may terminate a meeting in progress.

6. Room set-up is each group's responsibility. The room must be left in the condition in which it was found unless other instructions are given.

7. The Conference Rooms may not be used for personal events or personal social activities. These include but are not limited to weddings, bridal/baby showers, birthday parties, etc. Meetings planned as commercial endeavors or to advertise products or services are prohibited.

8. The Library reserves the right to withdraw permission for conference room use when conditions warrant such action. Meetings must be conducted so as not to disturb others using the Library. Groups which disturb Library activities or Library users will be denied future use of Conference Rooms.

9. The Library is not responsible for items left in a Conference Room.

### Please note:

The Library is not responsible for any property, personal or otherwise, which is brought onto or into any of the Library's premises. The Library user is responsible for his/her property and specifically waives any subrogation rights against the Library. Further, the user of Library property is responsible for any negligent personal injury or property damage caused by the individual or any member of his/her group while on Library premises. The Library user agrees to hold the Library harmless for any personal injury or property damage caused by the individual user or any member of his/her group.

Approved September 15, 2010

Amended November 30, 2020

We, the undersigned, have read the Conference Room Policy and agree to comply.

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

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