

# Spartanburg County Public Libraries

## Meeting Room Application

Group Name \_\_\_\_\_

Representative Name \_\_\_\_\_

Library Card # \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Are you a nonprofit club or organization? Yes No

Nonprofit with IRS 501 (c) 3 # \_\_\_\_\_

Government agency? Yes No

Purpose of Meeting \_\_\_\_\_ Room Reserved \_\_\_\_\_

Date Requested \_\_\_\_\_ Time (from) \_\_\_\_\_ (to) \_\_\_\_\_ (include set up and clean up time)

**All meetings must end 30 minutes before Library closing.**

Is meeting open to public? Yes No Will food/drink be served? Yes No

Is there a charge for materials or admission? Yes No

*I, the undersigned, being eighteen years of age or older, have read the [Meeting Room](#) (Building and Grounds Use Policy) & [Behavior Policies](#) (<http://www.spartanburglibraries.org/Using-the-Library/Library-Policies>) and agree to comply therewith. I agree to be responsible to the Spartanburg County Public Libraries for the use and care of Library property and facilities. I understand my responsibilities as the undersigned include:*

- *Paying for any damage to Library property and equipment in connection with meeting.*
- *Enforcing the Meeting Room & Behavior policies.*
- *Informing a library staff member that the meeting has ended and return the key.*

Signature \_\_\_\_\_

Date \_\_\_\_\_



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# Meeting Room Fee Schedule & Capacities

## Non-Refundable Meeting Room Fees

### All User Fees (Spartanburg County Public Library Card Holder)

Audiovisual Equipment*	\$10.00
Table/Chair set up**	\$25.00
Table/Chair clean up	\$25.00
Early Opening ***	\$45.00 per hour/part of hour before regular hours

### For-Profit User Fees (Spartanburg County Public Library Card Holder)

Barrett Community Room	\$35.00 per hour
Harley Meeting Room	\$25.00 per hour
Hoechst-Celanese Room	\$25.00 per hour
Branch Libraries	\$25.00 per hour

### All User Fees (Out of County/Not a Spartanburg County Public Library Card Holder)

Barrett Community Room	\$55.00 per hour
Harley Meeting Room	\$45.00 per hour
Hoechst-Celanese Room	\$45.00 per hour
Branch Libraries	\$45.00 per hour
Audiovisual Equipment*	\$20.00
Table/Chair set up**	\$70.00
Early Opening***	\$65.00 per hour/part of hour before regular hours

Any reservation invoiced at \$75.00 or more is subject to a mandatory non-refundable \$25.00 deposit. Deposits are due **seven days** after the date request for reservation was made. Remaining balance is due **three business days** prior to date of reservation.

\*All Audiovisual requests must be made 3 business days prior to date of reservation. A \$20.00 late fee will be applied to any requests received after the 3 business day policy.

\*\*Set up is only available at Headquarters Library Monday - Friday and depends on the availability of staff.

\*\*\*Early Openings are only available at the Headquarters Library Monday - Friday. The Library will only open early for Barrett Community Room reservations. Early Openings are only available pending availability of staff.

### Headquarters Library Meeting Rooms      Capacity

Barrett Community Room	180
Harley Meeting Room	30
Hoechst-Celanese Classroom	34

### Branch Library Meeting Rooms      Capacity

Boiling Springs	100, 20, 10
Chesnee	60, 6
Cowpens	60, 6
Cyrill-Westside	125, 30
Inman	60
Landrum	100, 8
Middle Tyger	60, 6
Pacolet	60
Woodruff	90

If you have any questions regarding our meeting rooms, fees, or a reservation, please contact the individual Library Branch in question:

**Headquarters:** 864-596-3507  
**Boiling Springs:** 864-578-3665  
**Chesnee:** 864-461-2423  
**Cowpens:** 864-463-0430  
**Cyrill-Westside:** 864-574-6815  
**Inman:** 864-472-8363  
**Landrum:** 864-457-2218  
**Middle Tyger:** 864-439-4759  
**Pacolet:** 864-474-0421  
**Woodruff:** 864-476-8770

**Fax:** 864-596-3518



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## Spartanburg County Public Libraries Building and Grounds Use Policy

**It is the user's responsibility to read and understand this policy.**

- I. The [Spartanburg County Public Libraries' Behavior Policy](http://www.spartanburglibraries.org/Using-the-Library/Library-Policies) (<http://www.spartanburglibraries.org/Using-the-Library/Library-Policies>) stipulates appropriate behavior for meeting room conduct. The person(s) or organization(s) conducting the meetings accept full responsibility for proper conduct and for any damage to Library property by those attending. A responsible adult must be present at all meetings.
- II. Priority for use will be given to Library-related programs and those co-sponsored by the Library.
- III. Spartanburg County nonprofit groups will be granted permission for free use of the meeting areas on a first-come, first-served basis, provided they have completed a meeting room application and provided reliable contact information. For-profit users and out of county nonprofit groups will pay a rental fee, as detailed in the library's current fee schedule.
- IV. If using audio-visual equipment, applicant for use of a meeting area must first complete an Audio-visual Equipment Reservation form at least 3 business days in advance. The groups/individuals using Library equipment are responsible for damage, loss or theft of equipment for which they sign.
- V. Meetings may only be booked **90 days out** of the current date for all locations.
- VI. Users of the facilities may charge for registration or materials used in the program or allow membership fees to be collected. Money may not be collected for any other purpose. Sale of services or goods on site is prohibited unless sponsored by the Library. The Library will not take registrations or collect money for non-Library sponsored events.
- VII. Organizations or individuals using Library meeting areas shall be required to indemnify and hold harmless the Library from any and all claims or actions attributable to the use of the Library facilities. Depending on the proposed use, the sponsors may be required to provide a certificate of insurance naming the Library as additional insured.
- VIII. No signs or equipment may be installed or posted on library property without prior approval.
- IX. The library reserves the right to move an activity or program to another suitable location within the library.
- X. Use of the library meeting rooms does not imply endorsement by the library staff or Trustees of the viewpoints presented.
- XI. Users of the facilities must allow the appropriate amount of time for set up and clean up. Events with food must take trash out at Branch libraries. No open flames allowed. If room is not properly cleaned after meeting, the Libraries reserve the right to charge the organization a clean up fee.
- XII. Notice of cancellation must be made at least 24 hours in advance. Two cancellations without proper notice or no shows will result in forfeiture of meeting room privileges for a 12-month period.
- XIII. Meeting Rooms may not be reserved for personal celebratory or social events (ie. baby showers, bar mitzvahs, bat mitzvahs, birthday parties, bridal showers, retirements parties, weddings, etc).

The County Librarian reserves the right to refuse reservation requests at his/her discretion.