



Spartanburg County Public Libraries

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 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. 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 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 Audiovisual Equipment Reservation form at least 48 hours 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 **three months 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. If room is not properly cleaned after meeting then the libraries reserve the right to charge the organization a clean up fee.

9/09

Fill out all info with care

Meeting Room Application

Form of ID or a
SCPL Library Card# 21252-_____

(responsible individual)

Organization _____

Address _____

Name of Representative _____

Telephone _____

Are you a nonprofit club or organization; Yes or No

Nonprofit with IRS 501(c) (3) # _____

Government agency Yes or No

Purpose of Meeting _____ Preferred Room _____

Date Requested _____ Time (from) _____ (to) _____ (include set up & clean up time)

All meetings must be held during Library hours and must end 15 minutes before Library closing.

Is meeting open to public? _____ Will food/drink be served? _____

Is there a charge for tuition or materials? _____

Provide copies of literature or press releases to be distributed.

Will you need access to the Barrett Community Room before 9:00am on a weekday? Yes or No

*I, the undersigned *, being eighteen years of age or older, have read the Meeting Room Policy and agree to comply therewith. I agree to be responsible to the Spartanburg County Public Library 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 the meeting.*
- *Enforcing the meeting room and behavior/conduct policies*
- *Informing a library staff member that the meeting has ended and return the key.*

Signature* _____ Date _____

<u>Meeting Rooms</u>	<u>Capacity</u>	<u>Meeting Rooms</u>	<u>Capacity</u>	<u>Meeting Room Fees</u>	
Barrett Room	180	Inman	60	Audiovisual	\$10
Hoechst-Celanese	34	Landrum	100	Tables/Chair set up*	\$50
Irwin Room	14	Landrum	8	Party Events	\$75 per 3 hours
Boiling Springs	100	Middle Tyger	60	Barrett Room	\$35 per hour
Boiling Springs	20	Middle Tyger	6-8	Hoechst-Celanese	\$25 per hour
Boiling Springs	10	Pacolet	60	Irwin Room	\$15 per hour
Chesnee	60	Westside	125	Branch Libraries	\$25 per hour
Chesnee	6	Westside	30		
Cowpens	60	Woodruff	90		
Cowpens	6	Woodruff	8		

*Set up is available at Headquarters Library only. Set up is only available upon availability of staff members.