

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

Are you a party event? Yes No

Purpose of Meeting _____ Room Reserved _____

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

All meetings must end 15 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

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

Please provide copies of literature or press releases to be distributed.

I, the undersigned, being eighteen years of age or older, have read the Meeting Room & Behavior 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 _____



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**	\$50.00
Early Opening ***	\$45.00 per hour/part of hour before regular hours
Party Events	Barrett Community Room \$35.00 per hour (3 hr minimum) Hoechst-Celanese Classroom \$25.00 per hour (3 hr minimum) Irwin Conference Room \$15.00 per hour (3 hr minimum) Branch Libraries \$25.00 per hour (3 hr minimum)

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

Barrett Community Room	\$35.00 per hour
Hoechst-Celanese Room	\$25.00 per hour
Irwin Conference Room	\$15.00 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 (3 hr. minimum for party events)
Hoechst-Celanese Room	\$45.00 per hour (3 hr. minimum for party events)
Irwin Conference Room	\$35.00 per hour (3 hr. minimum for party events)
Branch Libraries	\$45.00 per hour (3 hr. minimum for party events)
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 **48 hours** prior to date of reservation.

*All Audiovisual requests must be made 48 hours prior to date of reservation. A \$20.00 late fee will be applied to any requests made after the 48 hour AV notice 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
Hoechst-Celanese Classroom	34
Irwin Conference Room	14

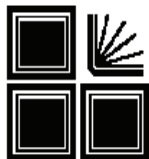
Branch Library Meeting Rooms Capacity

Boiling Springs	100, 20, 10
Chesnee	60, 6
Cowpens	60, 6
Inman	60
Landrum	100, 8
Middle Tyger	60, 6
Pacolet	60
Westside	125, 30
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
Inman: 864-472-8363
Landrum: 864-457-2218
Middle Tyger: 864-439-4759
Pacolet: 864-474-0421
Westside: 864-574-6815
Woodruff: 864-476-8770

Email: mtgrooms@infodepot.org
Fax: 864-596-3507



Spartanburg County Public Libraries

...to enrich and improve with access to ideas and information.

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. 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 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 **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. If room is not properly cleaned after meeting then 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.

Behavior and Due Process Policy

The purpose of the Spartanburg County Public Libraries' behavior policy is to ensure a safe, orderly, and comfortable atmosphere in which all library patrons and staff can use the library. This policy addresses standards of public behavior.

Listed below are examples of unacceptable behavior. This list provides examples only and is not exhaustive or exclusive:

1. *Behavior that is harassing, menacing or intimidating in nature.
2. *Indecent exposure.
3. *Engaging in disorderly conduct, such as fighting, committing a nuisance, or unreasonably disturbing behavior that offends library users or staff.
4. *Possession of weapons—except by appropriately identified law enforcement agents.
5. *Consumption of alcoholic beverages or use of illegal drugs and substances on library property, including parking lots and grounds.
6. *Willful destruction of or damage to any library property.
7. *Removal or use of any library property from the building except through established lending procedures.

*Persons violating items 1 through 7, will be reported to the police and will be prosecuted under appropriate statutes.

8. Creating disruptive noises that are not part of a library event.
9. Obscene, threatening or abusive language.
10. Interfering with the free movement of any person or persons.
11. Bringing animals other than guide or lead dogs into the building.
12. Soliciting or selling of any kinds.
13. Unauthorized display or distribution of signs, notices or leaflets.
14. Using library equipment by any person other than library personnel unless approved.
15. Consumption of food or beverages unless in a designated area.
16. Rearranging of any library furniture or equipment.
17. Entering areas not open to the public without authorization.
18. Being inappropriately dressed, (normal attire includes shoes and shirt).
19. Sleeping, preaching, speech making, loitering, begging, or other conduct not related to library use.
20. Making unwanted sexual advances towards others or inappropriate touching.
21. Having offensive bodily hygiene or soiled clothing which soils Library furniture and property or is offensive with respect to smell.
22. Children under ten years of age not attended by a responsible caregiver who is following and enforcing library policies.
23. Leaving any child or teen (up to age 17) at the Library after closing time.
24. Using library facilities for activities other than their intended purpose.
25. Smoking in undesignated areas.

The Children's Department is reserved for use by children, their parents or guardians, and adults interested in children's literature. Use of the Teen Room is reserved for teens 12 through 18 years of age and those who accompany them.

All bags and other articles are subject to inspection by security and other authorized personnel. The Library reserves the right to limit the size and number of items brought into the Library. Unacceptable behavior may result in the loss of library privileges and which shall include not being permitted to enter library property. Any person participating in unacceptable behavior will be given a verbal warning by Library Security to cease such unacceptable behavior. If, after receiving a verbal warning, the person continues the unacceptable behavior, Library Security has the authority to suspend all library privileges of the person under the following guidelines: For a first offense, the suspension shall be for 30 days from the date of the offense. For a second offense, the suspension shall be for 60 days from the date of the offense. For a third offense, the suspension shall be for 90 days from the date of the offense. A person who continues to participate in unacceptable behavior after a third offense may have all library privileges suspended for a period of one year from the date of the most recent offense. With the exception of the unacceptable behavior listed in paragraphs 1 through 7 herein, an offense shall not be deemed to have been committed until a person has been given a verbal warning to cease the unacceptable behavior and the person thereafter continues the behavior for which the verbal warning was issued. The duration of the suspension of library privileges and the specific reasons therefore shall be in writing and delivered to the affected person either personally or by certified mail, return receipt requested, delivery restricted to addressee, to the address on file at the library for the person's library card. The period of suspension shall begin 6 days from the receipt of such written notice of suspension by the affected person. If the suspension is appealed, the period of suspension shall begin with the date of the written findings by the County Librarian on the appeal.

Any person who has had their library privileges suspended by Library Security pursuant to this policy may appeal such suspension to the County Librarian in writing within 10 days from the beginning date of the suspension. The written request for appeal shall set forth the factual basis for the appeal and why the suspension should be reversed. Upon receipt of the written request for appeal, the County Librarian shall schedule a meeting with the person and a representative of Library Security to hear the appeal. At the meeting, both sides shall have the opportunity to present evidence for consideration by the County Librarian in making his decision. The County Librarian shall make his findings on the appeal in writing, setting forth the reasons for his decision.

Adopted: 8/31/2010

