

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 & clean up time)

All meetings must be held during Library hours and 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 tuition or materials? Yes No

Please 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 No

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 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 meeting.*
- Enforcing the Meeting Room & Behavior policies*
- Informing a library staff member that the meeting has ended and return the key.*

Signature _____

Date _____



Spartanburg County Public Libraries
...to enrich and improve with access to ideas and information.

06/2010

Meeting Room Fees & Capacities

Non-Refundable Meeting Room Fees

All User Fees

Audiovisual Equipment*	\$10.00
Table/Chair set up**	\$50.00
Early Opening***	\$45.00 per hour or part of hour
Party Events	\$75.00 per 3 hours (minimum) - \$25.00 per extra hour

For - Profit User Fees

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 rooms)

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 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 event. A \$20.00 late fee will be applied to any requests made after the 48 hour policy.

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

***Early Openings are only available at the Headquarters Library. 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
Boiling Springs	20
Boiling Springs	10
Chesnee	60
Chesnee	6
Cowpens	60
Cowpens	6
Inman	60
Landrum	100
Landrum	8
Middle Tyger	60
Middle Tyger	6
Pacolet	60
Westside	125
Westside	30
Woodruff	90

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

Contact Us

Administration: 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

E-mail: mtgrooms@infodepot.org

Fax: 864-596-3518



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

Behavior 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 kind.
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.

Unacceptable behavior may result in the loss of library privileges.

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 17 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.

Adopted: 2/21/2008