



MEETING / CONFERENCE ROOM APPLICATION

Organization _____ Date(s) _____

Purpose of Meeting _____

Reserved beginning time (include set-up) _____ Reserved ending time (include clean-up) _____

Estimated attendance _____

Meetings must start after the library opens and end 30 minutes before it closes. The library provides some equipment for meetings; however, we do not set up or clean-up for meetings. Due to fire regulations, seating capacity must be enforced. When completed, please submit this form to the appropriate branch.

Branch Location and room size

- Captain Kimberly Hampton Memorial Library () Meeting room - seats 50
304 Biltmore Road () Conference room - seats 12
Easley, SC 29640 () Large study room - seats 6
850-7077 fax: 850-7088 () Small study room- seats 4
□ Central-Clemson Regional Branch () Meeting room - seats 50
105 Commons Way () Conference room - seats 8
Central, SC 29630
639-2711 fax: 639-6643
□ Village Branch () Meeting room - seats 30
124 N. Catherine Street () Conference room- seats 12
Pickens, SC 29671
898-5747 fax: 898-5750
□ Sarlin Community Branch () Meeting room - seats 25
15 S. Palmetto Street () Conference room- seats 6
Liberty, SC 29657
843-5805 fax: 843-5806

Equipment needed- (please check all that apply)

- () Laptop () Easel
() DVD player () Table(s) # required _____
() Projector () Chair(s) # required _____
() Podium () Kitchen facilities (no kitchen available in Pickens)

I have read and understand the Library's Meeting Room Policy. On behalf of my organization, we agree to comply.

Signature of individual making application _____

Print Name _____ Library Card # _____

Address _____ City _____ Zip _____

Home telephone _____ Work _____ Cell _____

Email _____

Alternate contact person _____ Phone _____

Email _____

For Office Use Only

Today's date _____ Time _____ Staff who received application _____

Library Card in Good Standing Y or N Approved Y or N Confirmed _____