

DORCHESTER COUNTY LIBRARY
MEETING ROOM AGREEMENT

I, _____, on behalf of _____, agree when using
(Name) (Organization)
the Library's Meeting Room to abide by the following restrictions.

1. Standing reservations for monthly meetings may be scheduled for a three-month time period. Applicants may reapply for a standing reservation at the end of the three month time period.
2. Clean and vacate the Meeting Room by agreed time.
3. Furnishings and equipment are **not** to be moved except by pre-approval of Library Management. Organization representative will be responsible for leaving the room, its equipment and furnishings as found prior to the meeting.
4. Be responsible for any damages caused to the building and furnishings.
5. No smoking.
6. No alcoholic beverages.
7. Do not exceed occupancy limits: ST GEORGE - 90 SUMMERVILLE - 90
8. Only light refreshments may be served and clean up is required.
9. Sign Meeting Room Registration Book upon arrival and departure.

Failure to comply with any of these agreements may result in loss of future meeting room usage.

PLEASE SPECIFY REQUESTED DAY AND DATE AND TIME FOR USE OF FACILITY

1 .DAY/DATE: _____ TIME: FROM _____ TO _____
2. DAY/DATE: _____ TIME: FROM _____ TO _____
3. DAY/DATE: _____ TIME: FROM _____ TO _____

Equipment needed: Laptop _____ Projector _____ Projector Screen _____
Flat screen monitor _____

APPROXIMATE NUMBER OF PEOPLE ATTENDING IN YOUR GROUP _____

CANCELLATIONS: Cancellations should be made at least 48 hours in advance. Failure to do so may prevent the group from further use of the Library Meeting Room.

APPLICANT _____ DATE _____
(SIGNATURE)

ADDRESS: _____

PHONE: _____

UPON ARRIVAL AT THE LIBRARY, AN ORGANIZATION REPRESENTATIVE IS REQUIRED TO SIGN THE MEETING ROOM REGISTRATION BOOK LOCATED AT THE CIRCULATION DESK. THIS PERSON WILL BE RESPONSIBLE FOR LEAVING THE ROOM, ITS EQUIPMENT AND FURNISHINGS, AS FOUND PRIOR TO THE MEETING. FURNISHINGS AND EQUIPMENT ARE NOT BE BE MOVED EXCEPT BY PRE-APPROVAL OF THE LIBRARY STAFF. A STAFF MEMBER WILL INSPECT THE ROOM AT THE COMPLETION OF THE MEETING AND HAVE THE RESPONSIBLE PARTY SIGN OFF ON THE REGISTRATION BOOK.

APPROVAL BY BRANCH MANAGER: _____
SIGNATURE DATE