

Marlboro County Public Library System Meeting Room Application

Please return first two pages to Bobbie Grooms using a method below:

In Person/Mail-----203 Fayetteville Avenue
Bennettsville, SC 29512

E-Mail-----mwlibrary@marlborocounty.sc.gov

Fax----- (843) 479-5645

Please select the meeting space requested below (see attached fee schedule for details):

- _____ Library Board Meeting Room (seats 9-12; no food or drink allowed)
 - _____ Kinney Foundation Conference Room (Seats up to 50; light refreshments/finger foods allowed with \$25 non-refundable deposit)
 - _____ Kinney Foundation Conference Room & Piano use
 - _____ Classroom A-102 (seats up to 30; no food or drink allowed)
 - _____ Computer Lab A-101 (seats up to 30; no food or drink allowed)
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Meeting Room Applicant _____ Daytime Phone _____

E-Mail Address _____

Name of Organization _____

Position w/Organization _____

Organization Address _____

Organization Phone _____ Fax _____

Secondary Contact _____ Phone _____

Purpose of Meeting _____

Date Requested _____ Number of people expected to attend _____

Time Reserved: From _____ To _____

Actual Time of Event: From _____ To _____

Is this event free and open to the public? Yes _____ No _____
(Library policy requires meetings to be free and open to the public)

Will light refreshments be served? Yes _____ No _____

(Only light refreshments/finger foods are allowed.

Food and drink are only allowed in the Kinney Foundation Meeting Room).

Payment included if serving food or drink. Yes _____ No _____

(\$25 fee for food and/or drink)

Will you need equipment? Yes _____ No _____

If yes, please indicate equipment needed:

(See attached fee schedule for equipment use)

Is this a non-profit group? Yes _____ No _____

(If not, the fee is \$125 for use during operating hours of library. See attached fee schedule for other fees).

Fee is included? Yes _____ No _____

(\$25 for use of rooms for nonprofit organization; no fee for the Board Room. See attached fee schedule for other fees).

I certify that I am an officer of the above named organization and that I have the authority to reserve the meeting room. It is understood by our organization that neither Marlboro County Library nor the County of Marlboro will assume any responsibility for supplies or equipment used in the Library in conjunction with this meeting/activity and that these entities are also released and discharged from any and all liability for any loss, injury or damage to person(s) or property that may be sustained as a result of this meeting.

In signing this application, the organization and/or its representatives affirms that the Meeting Room guidelines have been read and agrees to abide by them and to be responsible for damages to Library equipment, furniture and facilities that may be sustained during its scheduled use of the room.

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Date

Library FAX Number: (843) 479-5645

FOR OFFICE USE ONLY

Approved _____ Denied _____ By _____ Date _____

Meeting Room Fee Schedule

Kinney Meeting Room Fee Schedule Businesses/Industries

\$125 for use during library's normal hours of operation then \$50 per additional hour or part thereof.

Additional charges:

Use of multimedia & projection equipment - \$25

Use of laptop computer - \$15

Food & Drink - \$25

Payment must be received within 12 days of reserving the room or reservation will not be held.

All food and items brought in must be removed and trash bagged and placed in outside garbage can. The room must be vacuumed and returned to its original configuration unless directed otherwise. The user is responsible for setting up the room as needed. **Absolutely nothing may be affixed to walls or furniture.**

Kinney Meeting Room Fee Schedule Non Profit Organizations

\$25 for use during library's normal hours of operation then \$15 per additional hour or part thereof.

Additional Charges:

Use of Multimedia & Projection Equipment - \$25

Use of laptop computer - \$15

Food - \$25

Payment must be received within 7 days of approved reservation. **Reservation will be added to the calendar, but the room will not be considered reserved until payment is received.**

The room must be left clean, with all food & drink items removed and trash bagged and placed in outside trash can. If needed, the user must vacuum the room.

Absolutely nothing may be placed on walls. If a display is needed, you must use a display board or easel that you bring.

Group/person reserving room is responsible for setting up room as needed and returning it to its original condition.

Computer Lab (A101) & Classroom (A103) Fee Schedule Businesses/Industries

\$125 for use during library's normal hours of operation then \$50 per additional hour or part thereof.

Additional charges:

Use of multimedia & projection equipment - \$25

Use of laptop computer - \$15

Payment must be received within 12 days of reserving the room or reservation will not be held.

No food or drink is allowed in the Computer Lab or Classroom. **Absolutely nothing may be affixed to walls or furniture.**

Computer Lab (A101) & Classroom (A103) Fee Schedule Non Profit Organizations

\$25 for use during library's normal hours of operation then \$15 per additional hour or part thereof.

Additional charges:

Use of multimedia & projection equipment - \$25

Use of laptop computer - \$15

Payment must be received within 7 days of reserving the room or reservation will not be held.

No food or drink is allowed in the Computer Lab or Classroom. **Absolutely nothing may be affixed to walls or furniture.**

Kinney Meeting Room Fee Schedule

Piano Usage

\$25 for three hours or any part, then \$15 for each additional hour or part thereof for non-profit organizations.

\$50 for three hours or any part, then \$15 for each additional hour or part thereof for for-profit organizations.

Additional Charges:

Use of Multimedia & Projection Equipment - \$25

Use of laptop computer - \$15

Food - \$25

Payment must be received within 7 days of approved reservation. Reservation will be added to the calendar, but the room will not be considered reserved until payment is received.

The room must be left clean, with all food & drink items removed and trash bagged and placed in outside trash can. If needed, the user must vacuum the room.

Absolutely nothing may be placed on walls. If a display is needed, you must use a display board or easel that you bring.

Group/person reserving room is responsible for setting up room as needed and returning it to its original condition.