

Guidelines for the Meeting Room Orangeburg County Library

1. Hours

The meeting room may be used during regular Library hours of operation. The room must be vacated 30 minutes before the library closes. (Mon. & Tue.: 7:30 P.M.; Wed.--Fri.: 5:30 P.M.; and Sat.: 4:30 P.M.)

The library opens at 9:00 A.M. Monday through Saturday. Set-up time must occur during regular hours of operation.

2. Reservations

A written copy of an application must be turned in at the reference desk to officially reserve the room. It must be completed at least 48 hours before the scheduled meeting.

Reservations:

- *are not transferable and can be made only for a single meeting.
- *can be made no more than one month in advance.
- *cannot be made on an intermittent or regular basis except for library groups.

*The library must be notified if there is a cancellation or change in meeting times.

*Groups forfeit use of the room with more than 30 minutes delay in arriving.

3. Use of the room

Arrival:

Pick up a closing procedure sheet at the reference desk. Complete it at the end of the meeting. Return it to the reference desk.

Setup/Cleanup:

Each group is responsible for setup, cleanup, and restoring the room to its original condition. A diagram on the meeting room closing procedure shows the floor plan.

Furniture/Equipment:

Chairs, tables, and a podium are provided. A television, VCR, and DVD player are generally available when requested at reservation time. Groups will provide any other equipment and are responsible for transporting it to and from the building.

4. Children's groups

Reservations for children's groups must be made by an adult. Children must be supervised by adults.

5. Meeting guidelines

- **Room capacity limit is 50 people.**
- All meetings, programs, and exhibits shall be open to the public. An organized group may restrict meetings to members.
- No fees or donations may be charged or solicited. Membership dues may be collected.
- Refreshments are not allowed.
- Smoking is not permitted in the building.
- The library staff will not take or deliver telephone messages.
- Adults attending meetings may not leave unattended children in the library.