

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. Closing times are: Mon., Tues., Wed. and Thurs: 6:30 P.M.; Fri. 5:30 P.M. and Sat. 4:30 P.M.

2. Reservations

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

Reservations:

*_{only} one reservation may be made at a time (cannot be made on an intermittent or regular basis except for library groups)

*_{can} be made no more than one month in advance.

*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 information desk. Complete it at the end of the meeting and return it to the Information 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, DVD player, a laptop and a compatible projection screen 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.

Publicity;

Groups using the meeting room may place a printed notice concerning the event on the meeting room door one hour prior to the event. Other promotional items must be approved by Information Services Staff.

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 groups may restrict meetings to members.
- No fees or donations make 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.