

Dorchester County Library Meeting Room Agreement



North Charleston Branch (Patriot Blvd.)

I, _____, on behalf of _____,
(Name) (Organization)

have read the Dorchester County Library Meeting Room Policy and agree to abide by that policy and the following restrictions when using the Library's Meeting Rooms:

1. Applicant must be a resident of Dorchester County and sign the Meeting Room Registration Book upon arrival and departure.
2. Applicant may designate up to two individuals to sign in their stead by adding designees below.
3. Standing reservations for monthly meetings may be scheduled for a **three-month period**. Applicants may reapply for a standing reservation at the end of the three-month period.
4. Clean and vacate the Meeting Room by agreed time. (All meetings at the end of the day must end 30 minutes before closing and all Meeting Rooms must be vacated 15 minutes before closing.)
5. Organizational representatives will be responsible for any damages caused to the building and furnishings and for leaving the room, equipment, and furnishings as found prior to the meeting.
6. Library staff will assign rooms based on the estimated number of attendees provided.
7. **Do not exceed the occupancy limits conveyed by library staff for assigned rooms. Maximum occupancy limits for the largest available space are 60 (chairs only) and 36 (tables & chairs).**

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

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.

Please specify requested day and date and time for use of facility:

Preferred/First Day/Date: _____ Time: From _____ To _____

AND OR Day/Date: _____ Time: From _____ To _____

AND OR Day/Date: _____ Time: From _____ To _____

Approximate number of people attending: _____

Seating Style (Check Only One): Chairs Only Tables & Chairs

Purpose of your meeting: _____

Email: _____ Phone: _____

Address: _____

Designee(s): _____ and _____

Signature: _____ Date: _____

Approval by Branch Manager: _____	
(Signature)	(Date)
Received by: _____	Confirmed by: _____
(Initials) (Date)	(Initials) (Date)