



Meeting Room Use Application

Application Date _____

Select Meeting Site

Darlington Library

204 N. Main Street, Darlington 29532
843-398-4940 Fax: 843-398-4942

Hartsville Library

147 W College Ave., Hartsville 29550
843-332-5115 Fax: 843-332-7071

Lamar Library

103 E. Main Street, Lamar 29069;
843-326-5524 Fax: 843-326-7302

Society Hill Library

P.O. Box 60, 114 Carrigan St., Society Hill 29593
843-378-0026 Fax: 843-378-0051

Name of Organization _____

General Purpose of Meeting _____

Contact Person _____

Address of Contact Person _____

Contact Person Phone: Home _____ Alternate: _____ E-mail _____

Meeting Day and Date _____

Starting Time _____ Ending Time _____

Set Up Time _____ Take Down Time End _____

NOTE: The Library reserves the right to restrict meetings that extend outside normal business hours. Contact the Branch Manager for arrangements.

Number Expected to Attend Meeting _____ Light Refreshments Will Be Served ____ Yes ____ No

Do You Need: _____ Tables – Number _____ _____ Kitchen

_____ Chairs – Number _____ _____ Projector

NOTE: The Library staff is not responsible for any amenities or room set-up / take-down, unless previously arranged with the Branch Manager.

Use of the meeting room is available to nonprofit community groups and organizations. The meeting room may be reserved for no more than 12 dates in a single calendar year or four days in a single month.

The Library reserves the right to monitor the use of the meeting room. The Library reserves the right to revoke meeting room privileges at any time. No group or organization will be permitted use of the room if it appears that the contemplated use would be a clear or perceived danger to the Library, its occupants, or the community. The size of your group may not exceed the room's stated maximum occupancy.

The undersigned, on behalf of the above organization, agrees to:

1. Inform participants of all regulations governing use of the meeting room.
2. Accept full liability for any loss or damage to the facilities or equipment.
3. Confine the organization's activities to the assigned room.
4. Provide any and all equipment, supplies, food, and trash bags needed by the group.
5. Clear room of your equipment, supplies, food, and trash by the designated end of your time.
6. It is a violation of Federal Law to exhibit prerecorded visual media beyond the scope of family viewing. Therefore I understand that I must secure all necessary licenses to show visual materials in the Library's meeting room. I will indemnify the Library from any expenses that may occur because of failure on my part to do so.

Meeting Room Key Issued to Contact Person ____ Yes ____ No Date _____ (**NOTE:** Maximum 24 hours before meeting)

Signature _____ Approved By _____ (Branch Manager's Signature)

Date Application Signed _____ Date Approved & Booked _____

NOTE: This reservation for the room will be placed on the calendar when the completed application has been approved and signed by the Library Branch Manager. The Library will go by approval date on a first-come, first-served basis. The applicant should mail, fax, e-mail, or bring the completed form to the Library. Meeting room availability is available upon request. No reservations for room use will be booked until the application has been received and approved by the Library Branch Manager.