

American Veterans Auditorium Policy

Greenwood County Library System

600 Main St S, Greenwood, SC 29646

Reference Desk: 864- 941- 4655

General Policy

The Auditorium is available to groups and individuals based in Greenwood County on an equitable basis, regardless of the beliefs or affiliations of groups and individuals requesting its use. The right of a group to meet in the public library does not constitute an endorsement of the group's policies or beliefs by the Greenwood County Library System. The needs of the Library System and its affiliates take precedence over those of other organizations. The Library reserves the right to limit use where the demands for meeting space so require, and, when necessary, the Library will notify a group as soon as possible if its scheduled auditorium use needs to be cancelled. Wireless Internet access is available in the Auditorium.

Rules for Use

1. All use of the Auditorium must be approved by the Library Director or designee. Use of the Auditorium will be scheduled through the Reference Desk.
2. Prospective users must sign an application. The signer of the application, who must be an adult, is responsible for the orderly conduct of the group. The applicant must hold a library card for the Greenwood County Library System, and owe less than \$5 in fines/fees to be in good standing. Requests are considered pending until the application is complete and confirmation is received from Library staff. In the event of any damage to Library property and/or equipment, that individual will be liable. Young children accompanying adult users of the Auditorium may not be left unattended in the Library. Minors are not permitted to use the Auditorium without adult supervision.
3. **The Auditorium may not be used for personal events or personal social activities. This includes but is not limited to weddings, bridal/baby showers, birthday parties, etc. Meetings planned as commercial endeavors or to advertise products or services are prohibited.**
4. Maximum attendance for the auditorium is limited to 311 adults. This number is determined by the local fire code.
5. **Room set-up is each group's responsibility. The room must be left in the condition in which it was found unless other instructions are given. *If the trash is full from your group, please remove trash bag and put in external trash bins.**
6. Only the Library System and Friends of the Greenwood County Library System may sponsor fund-raising activities in the Auditorium. Purely social functions may be sponsored by the Library, the Friends of the Library, or as part of the on-going activities of groups that meet in the Library regularly.
7. All meetings are free and open to the public. Non-library groups are not permitted to engage in fund-raising activities or to charge fees or admission to programs held on Library premises. Club dues and other shared costs within an organization are not considered fees. With Library approval, educational entities may charge reasonable tuition costs.
8. **No Food Allowed.** Each group is responsible for cleaning up after auditorium use. The serving of alcoholic beverages is not permitted on Library premises. Smoking in all areas of the Library is prohibited.
9. The Library reserves the right to withdraw permission for Auditorium use when conditions warrant such action. **Meetings must be conducted so as not to disturb others using the Library. Groups which disturb Library activities or Library users will be denied future use of the Auditorium.**
10. **Library audiovisual equipment is available only upon prior reservation, and to groups which have an experienced operator. This person should make arrangements in advance for training on the a-v equipment.**

Please note:

The Library is not responsible for any property, personal or otherwise, which is brought onto or into any of the Library's premises. The Library user is responsible for his/her property and specifically waives any subrogation rights against the Library. Further, the user of Library property is responsible for any negligent personal injury or property damage caused by the individual or any member of his/her group while on Library premises. The Library user agrees to hold the Library harmless for any personal injury or property damage caused by the individual user or any member of his/her group.

Policy Approved September 15, 2010

Amended May 14, 2013

Amended July 13, 2021

Conference Room Policy

Greenwood County Library System

600 Main St S, Greenwood, SC 29646

Reference Desk: 864- 941- 4655

General Policy

The Greenwood County Library has two (2) conference rooms. The Library reserves conference rooms on a first come first served basis, as scheduling permits. The right of a group to meet in the public library does not constitute an endorsement of the group's policies or beliefs by the Greenwood County Library System. The needs of the Library and its affiliates take precedence over those of other organizations. The Library reserves the right to limit use where the demands for meeting space so require, and, when necessary, the Library will notify a group as soon as possible if its scheduled room use needs to be cancelled.

Rules for Use

1. Groups who wish to use a Conference Room may sign up for one at the Reference Desk. Wireless Internet access is available throughout the Library, including the Conference Rooms.
2. Groups who wish to use a Conference Room must sign an application. The signer of the application must be an adult, and is responsible for the orderly conduct of the group. The applicant must have a library card, and owe less than \$5 in fines/fees to be in good standing. Requests are pending until the application is complete, and written confirmation is received from Library staff. In the event of any damage to Library property and equipment, that individual will be liable. Young children accompanying adult users of a Conference Room may not be left unattended in the Library.
3. Students aged 17 and below are not allowed to use a Conference Room without adult supervision.
4. Maximum attendance in Conference Room 1 is 12 adults. Maximum attendance in Conference Room 2 is 25 adults. Maximum attendance is determined by the local fire code.
5. Conference Rooms are available for public use when the library is open. Rooms must be vacated fifteen (15) minutes prior to closing. When circumstances so require, the Library Director or designee may terminate a meeting in progress.
6. Room set-up is each group's responsibility. The room must be left in the condition in which it was found unless other instructions are given.
7. The Conference Rooms may not be used for personal events or personal social activities. These include but are not limited to weddings, bridal/baby showers, birthday parties, etc. Meetings planned as commercial endeavors or to advertise products or services are prohibited.
8. The Library reserves the right to withdraw permission for conference room use when conditions warrant such action. Meetings must be conducted so as not to disturb others using the Library. Groups which disturb Library activities or Library users will be denied future use of Conference Rooms.
9. The Library is not responsible for items left in a Conference Room.

Please note:

The Library is not responsible for any property, personal or otherwise, which is brought onto or into any of the Library's premises. The Library user is responsible for his/her property and specifically waives any subrogation rights against the Library. Further, the user of Library property is responsible for any negligent personal injury or property damage caused by the individual or any member of his/her group while on Library premises. The Library user agrees to hold the Library harmless for any personal injury or property damage caused by the individual user or any member of his/her group.

Approved September 15, 2010

Amended November 30, 2020