Georgetown County Public Library
Meeting Room Request Form

I. Rules

The meeting rooms of the Georgetown County Library System **are** available for the following uses:

- Library sponsored or co-sponsored programs, at which admission fees may be charged, sales initiated, as appropriate.
- County government sponsored or co-sponsored programs.
- Community groups with a cultural, educational, and civic emphasis under nonsectarian and nonprofit sponsorship.

Rooms **are not** available for the following:

- For profit purposes such as groups charging admission fees or asking donations; classes conducted by instructors for their profit or to generate future prospects (sales or customers); and groups promoting materials, future courses or services with fees.
- Political campaigns (political forums are permitted).
- Personal social activated such as showers, family reunions, and birthday parties.
- Meetings that would tend to incite or produce imminent lawless action, to be disruptive of other library functions, or to endanger the safety of library patrons or staff.

II. Request

Please fill out the following:

Group/Organization Name _____

Contact Person _____

Address_____

Telephone Number_____ Email Address_____

Purpose of Meeting_____

_____

Date of Meeting_____ Beginning Time_____ Ending Time_____

Number of People_____ *AV Needs _____ *Limited AV available after library hours*

III. Signature

Please read before signing: I have read and agree to follow the Georgetown County Public Library Meeting Room Policy. I also understand that I am responsible for setting up any and putting away any furniture we use, leaving the room in its original condition. Failure to comply with these stipulations may result in denial of future requests to schedule the meeting rooms.

Your signature below indicates acceptance of the Georgetown County Public Library Meeting Room Policy.

Applicant Signature_____ Date_____

Library Staff Member Signature_____ Date_____

Please return the form to the Circulation Desk at Georgetown Library or scan and email to
Sharea Drayton at sdrayton@gtcounty.org or to Trudy Bazemore at tbazemore@gtcounty.org
or Fax # (843)545-3392 for approval.
If you have any questions or concerns please feel free to call (843) 545-3300