SECOND FLOOR ROOMS POLICY

The second-floor Conference and Study Rooms **are available** for:

- Study / Tutoring
- Work
- Interviews
- Quiet activities
- Small group collaborative work

Library staff must be granted free access to the Conference and Study Rooms at all times.

The Second Floor 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 activities 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.

All Conference and Study Room users are subject to the Library's **Patron Code of Conduct**.

Room	Reserve Allowance	Maximum Capacity
Small	1+	6
Medium	1+	8
Large	2+	12

Please be aware of the following when/while using the Rooms:

- No business solicitation nor financial transactions may take place. *No business may operate from a study room.*

- Advance registration requests can be submitted no more than two (2) months in advance.

- Rooms may be reserved in 1-hour or 2-hour increments, with the option to extend, based on availability. All rooms must be vacated 15-minutes prior to library closing.

- The library reserves the right to limit usage to no more than three (3) hours per day and two (2) times per week, to ensure equitable use of library facilities.

- Failure to check in with library staff within 10 minutes of the reservation start time may result in your reservation being cancelled and passed to the next waiting party.

- Contact the library as soon as possible if you will be unable to make your room reservation. Two (2) no-shows without a phone call or an advance notice/explanation will result in cancellation of all future reservations on file. The room will then be released for others to book.

- **Check-in** with library staff **upon arrival** for room use and **upon exit** when finished.

- The room will be released/opened to **room applicant** upon arrival of 2 or more meeting attendees.

- Rooms left unattended will be relinquished.

- Covered drinks are permissible; however, food is not allowed in the rooms.

- The room, furnishings and equipment must be left in good condition. *Do not tape, pin or affix anything to the walls, windows or doors of the rooms.*

- Return the room to the order in which you found it. No trash left behind, lights off and space heaters (if used) off and unplugged from outlet.

- **Rooms are not sound-proof.** Volume level must be kept low as to not disturb those in adjacent quiet areas.

Failure to follow this policy may result in the loss of future reservation and use privileges. In publicizing a meeting to be held in a library meeting room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization or include the library's contact information in their publicity. Permission to use a public gathering place does not constitute an endorsement by the Library or City of Myrtle Beach of the program or point of view expressed.

By signing below, I acknowledge that I have read and fully understand the policy for using the rooms.

_____   _____
Signature   Date

Room Application

Last Name: _____   First Name: _____

Contact Name (if different): _____

Company Name (if applicable): _____

CML library card number (if applicable): _____ Expires: _____

Telephone: _____   Email: _____

Reason for room use: ____ Tutor   ____ Study Group   ____ Interview   ____ Meeting

____ **Other**   Reason: _____

How many people are expected or will be in your meeting? _____

Available Equipment: ____ TV   ____ White Board & Pens

Multiple Use Request: (Reserve no more than 2 months in advance • 2 times/week • 3-hrs/day max)

Approved
[ ]

Day(s) of week: _____   Time Requested: _____

Individual Dates:

Date(s) Requested: _____   Time(s) Requested: _____   [ ]

Date(s) Requested: _____   Time(s) Requested: _____   [ ]

Date(s) Requested: _____   Time(s) Requested: _____   [ ]

— · — · — · — · — · — · — · —   For Official Use   — · — · — · — · — · — · — · —

Application Date: _____   Approval Date: _____   Spreadsheet

Staff Receiving: _____   Staff Approved: _____   completed: _____

Application Scanned: _____   Filed Under: _____

STAFF INITIALS   FORMAT: LAST NAME, FIRST NAME YYYY.MM.DD

Room(s) Can be Assigned: Added to:

_____ Room - Large (seats 12)   _____ Google Room Calendar (Sm-Med-Lg)

_____ Room - Medium (seats 8)   _____ Sent to 1st floor Meeting Room Booking

_____ Room - Small (seats 6)