



south carolina STATE LIBRARY

External SCSL Meeting and Event Procedures

This document will provide general information for meetings and events at the State Library. It is based on previous meeting room policies and general guidelines. Please read through this document to familiarize yourself with these guidelines to make your event or meeting a successful one.

Note: Event Staff positions noted in this document are associated with individual SCSL staff as listed below, subject to change.

- Continuing Education Consultant – Tiffany Hayes
- Administrative Coordinator – Debbie Anderson
- Communications Director – Curtis Rogers
- Learning Experiences Coordinator –
- Statewide Services Coordinator – Flora DuBose
- UX Designer – Katie Simmons
- Public Information Specialist – Sean Gruber
- Procurement Officer – Kim Williams

Meeting Rooms at the State Library

Use of State Library Meeting Rooms by Outside Groups

Each meeting room at the State Library should be set up and returned to **classroom style**. Each room has the designated number of tables and chairs to be able to host the number of people below.

- Meeting rooms are available for use during regular State Library hours of business (8:30 a.m.-5:00 p.m. Monday through Friday). SCSL is closed on state holidays and rooms are unavailable for room rental.
- Meeting rooms may not be reserved more than three months in advance.
- The South Carolina State Library reserves the right to cancel bookings that conflict with State Library functions, events, or meetings. Notification is provided at least five (5) days in advance.
- Payment can be made by check or purchase order payable to the South Carolina State Library. Per day charges for use of State Library meeting rooms are:
 - State Agencies: \$25.00
 - Non-Profit Groups: \$50.00
 - Other Entities: \$100.00
- Groups wishing to hold meetings in the State Library's meeting rooms must complete a [Rental Reservation Request](#). Directions for submitting the request are found on the form. Flora DuBose coordinates room rentals. All information is found on the main SCSL website.
- The building is equipped with Wi-Fi. Other technology is limited. If you require A/V assistance, indicate your request on the room reservation form with your application.
- Meeting rooms come "as is" – with enough tables and chairs to host the number designated by the fire marshal. Room furniture or equipment is not to be moved

outside of the room. Should furniture be rearranged within the room, return it to classroom style upon leaving the room.

- Erase all white boards. Turn off all technology. Take all papers, handouts, food and beverage items, and trash with you when you leave. Regular trash can be placed in small bins. If you expect to have large amounts of trash, contact the front desk for a large waste bin and deposit trash before leaving.
- Follow special guidelines* for the Learning Lab.

Meeting Room	Location	Capacity (seated)	Features	For Your Planning Consideration
Sandhills Room	Mezzanine	15	Two large tables; Smart Board/ceiling projection	Large tables are not movable; no restroom on this floor
Piedmont Room	Mezzanine	35	Flexible setup	No restroom on this floor
Boardroom	Basement	6-8	Good for small group meetings, interviews; close to elevator and restrooms	No projection/computer (mobile only)
Computer Training Room	Basement	42	Hands-on computers; Smart Board internet projection	Nothing is movable
Low Country Room	Basement	30	Flexible setup	Projection/computer on table in the middle of room.
Coastal	Basement	42	Flexible setup	Long orientation, partial walls/no door, mobile projection only
Learning Lab	First Floor	35	Flexible setup, Large Whiteboards, bucket seat chairs w/storage	Mobile projection only at this time

There are three (3) rooms/spaces at the State Library that are not available for public reservations.

Learning Lab*

- The Learning Lab has some special concerns and policies of its own for both internal and external audiences. While meeting rooms are available for use during regular State Library hours of business (8:30 a.m.-5:00 p.m. Monday through Friday and state holidays), the Lab may be available after hours and/or weekends. However, approval must be given prior to booking. All other policies are the same.
- White boards, dry erase markers, board erasers, and board cleaners are provided for the Lab.
- There are a limited number of power outlets in the Lab. If additional outlets are necessary for an event, this request must be made at the time of reservation.

- There is no permanently mounted A/V equipment available for the lab. Internal staff should request all technical needs or A/V equipment from the State Library's Information and Technology Services. If an outside organization needs a projector and laptop, this request needs to be made at the time of reservation.
- The Learning Lab is set up for 25 people with tables, with a maximum of 35 seats in the room. For your event, extra chairs are available only up to the capacity of the room. Extra chairs are stored on the first floor in the Statewide Services office and need to be requested in advance.
- Layout of furniture needs to be returned to the south-facing set up after your meeting (four rows of tables with two chairs followed by two rows of 4 desks, with a center aisle).
- Any time a meeting, training, or other event is held in the Learning Lab, two signs must be placed in the stairwell to indicate that the room is in use. One sign must be placed on (so as to cover) the exit button and one on the handle. These signs will be given to any outside group, and assistance for hanging them will be provided if needed. For internal staff, the signs are located in the First Floor public folder (X drive). Check with the Statewide Services Coordinator if you need additional signs.
- Use of food and drink is limited to light refreshments, i.e., beverages, snack foods, etc. Please clean up after meetings by placing trash in trashcans and any cans or bottles in the recycling receptacles provided.

Parking for Meeting Attendees

Guest parking is not available in the State Library lot. Event attendees must find alternative parking spaces on nearby streets or in a garage. Meters are overseen by the City of Columbia, and the parking lot behind the State Library is overseen by USC. The State Library does not have jurisdiction to waive fees or contest a parking ticket. There are no parking passes or dashboard passes available.

The following instructions are emailed to attendees before the event:

1. Metered parking is available on adjacent streets and can be paid with coins, tokens, or by using the Passport Mobile App (set up at www.ppprk.com) on any mobile device. Most meters are 25 cents for every 20 minutes. Check your meter carefully. Meters are colored according to the following code—BLUE: 5-8 hours; GREEN: maximum 2 hours; SILVER: maximum 1 hour; and RED: maximum 30 minutes.
2. Spaces are available in the Pendleton Street Garage. The garage entrance is on Pickens Street at the corner of Pendleton Street. You can purchase a parking pass for the full day for \$4.00. The garage attendant will tell you where to park and where to place the pass in your window. The elevator is located on the far southeast corner of the garage.