External Room Rental Procedures

The South Carolina State Library is pleased to provide meeting space for your group. While the State Library has first priority in reserving rooms in the building, our spaces are available in order of priority to libraries, state government agencies, other library organizations, non-profit groups, and other entities. We invite you to pick up copies of descriptive brochures about State Library programs, services, and collections while you are here.

Please observe the State Library policies when using our meeting rooms. All groups using State Library meeting facilities are expected to adhere to the procedures outlined in this document. Groups failing to do so may result in a deposit being required prior to the usage of any room, or any future meeting being denied.

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 the style designated in the chart. All rooms are set up in classroom style by default, except for the Sandhills Room. Each room has the requisite number of tables and chairs to host the designated number of people.

- Meeting rooms are only available for use during regular State Library business hours. Events may begin at 9:00 a.m. with an 8:30 a.m. set-up time. The event must be concluded and room reset by 5:00 p.m. The State Library is closed on state holidays, and rooms are unavailable to rent on these days.
- Meeting rooms may not be reserved more than three (3) months in advance.
- The 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. Payment must be made prior to using the room. Per day charges for use of State Library meeting rooms are as follows:
    - State Agencies: $25.00
    - Non-Profit Groups: $50.00
    - Other Entities: $100.00
- Groups interested in holding a meeting in the State Library's meeting rooms must complete a rental reservation request found on our website.
- The building is equipped with Wi-Fi. Standard meeting room equipment in most rooms include a projector and laptop computer. Other technology is limited. If you require A/V assistance, you will need to make 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. If furniture is rearranged for your meeting needs, it must be placed back in classroom style before leaving.
- If you plan on having catering at your event, this must be indicated on your request form. Food and beverages will be restricted to the room you are renting. If you wish to eat lunch in another room, you will need to reserve and pay for that room. If you are meeting in the Computer Training Room (CTR)

and plan to have on-site catering, you will need to reserve a second room since no food or beverages are allowed in that room.

- Please erase all white boards, and put away the supplies. Turn off all technology. All papers, handouts, and used flip chart papers must be disposed of properly in the trash receptacles or taken with you.
- Food and beverages, arranged in advance on the application, are allowed in the meeting rooms except the CTR. See below for details.
- There are rooms that are not available for rental within the State Library. Available rooms are listed in the chart below.
- A copy of the State Library's policies may be requested from the front desk.

Meeting Room	Location	Lecture style capacity	Classroom style capacity	Standard Set-Up/Features	For Your Planning Consideration
Sandhills Room	Mezzanine	N/A (18 total seats)	2 tables, 9 chairs at each table	2 long/heavy board tables facing north, 8 chairs per table and 2 extra chairs. Includes large screen LCD mobile unit, podium, hospitality cart	Large tables are not movable; no restroom on this floor
Piedmont Room	Mezzanine	40 (5 rows of 4 chairs)	30 (10 tables, 2-3 chairs each)	10 brown tables with 2-3 chairs facing east, remaining chairs in back of the room. Chairs are black, mesh, folding chairs, podium, two half-moon tables (one on east wall, one on north wall), hospitality cart.	No restroom on this floor; Flexible setup
Computer Training Room (CTR)	Basement	N/A	42 seats (computer desks with chairs only)	42 Thin Clients with seats, Smart Board internet projection, small table in corner	No food or drinks allowed; Setup cannot be changed
Low Country Room	Basement	40 (5 rows of 4 chairs)	30 (10 tables, 2-3 chairs each)	10 brown tables on wheels, blue chairs, extra chairs in the back or west wall, large screen on south wall, half-moon table, hospitality cart	Flexible set up (can be lecture, square or U-shaped style) but screen mounted on south wall

Food and Drinks:

- Food and drink are limited to light refreshments, such as beverages, snack foods, and box lunches.
- Groups must provide their own equipment for food and drink. Coffee makers, water carafes, and eating/drinking supplies are not available.
- Vending machines (snacks, drinks, and water) are available for public use in the central area of the State Library's basement.
- Please place your recycling into marked containers, and dispose of all trash in the marked bins when you leave. If you expect to have large amounts of trash, contact the front desk for a large waste bin and deposit trash before leaving.
- State Library staff are not responsible for cleaning up after a room has been used but may inspect the room before you leave. Anyone who does not consistently follow the breakdown and cleaning guidelines may be subjected to a deposit before renting, or may no longer be eligible to rent facilities here. All groups are monetarily responsible, as determined by the State Library Finance and Administration department, for damages to State Library property, equipment, and facilities.

Telephone Use:

- Personal phone calls may not be made on State Library telephones.
- The State Library accepts only emergency incoming calls for meeting attendees.
- When using personal cellular phones in hallways and other public areas, please remember to be considerate of others, as not to disrupt staff and other library visitors.

Photocopying:

- Copies of handouts may be made for a fee at the State Library's front desk on the first floor. Please discuss with the Statewide Services Coordinator prior to hosting the meeting.

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 to 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 of 2 hours; SILVER: maximum of 1 hour; and RED: maximum of 30 minutes.
   o 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. Additional information is found here: http://www.sc.edu/vmps/park.html.

Evacuations:

- Exit diagrams are posted in meeting rooms and adjacent to elevators. If the emergency alarm sounds, exit the third level via the stairwells to the second level, and then exit through the main entrance or the exit door on the east side. Assemble in the parking lot across the street at 1430 Senate Street (located behind the building) or the sidewalk of the Rutledge Building at 1429 Senate Street. DO NOT USE THE ELEVATORS.

Assistance:

- Prior to the start of meetings, please clearly identify your meeting coordinator as the person to whom participants should go to for assistance.
- Each room should have a sign-in sheet for participants. Once the meeting or event starts, please bring the sign-in sheet to the State Library's front desk to be used in case of emergency only.
- Meeting coordinators should refer to the *Meeting and Event Planning Procedures* document for answers to all questions related to use of State Library meeting rooms and facilities. For additional questions, contact Statewide Services at (803) 734-8666
- State Library staff at the front desk are available to answer questions about State Library programs, services, and collections only.

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