SCSL Meeting and Event 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 priority order) to libraries, SC state government agencies, other library organizations, and other organizations.

We invite you to pick up copies of descriptive brochures about State Library programs, services, and collections. Please observe the following guidelines while using State Library 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 or those disrupting the agency's operations, upon the decision of the Director of the South Carolina State Library, may be denied use of meeting rooms.

Reservations:

- The Meeting Room Request Form is located on the State Library's website.
- Contact Flora DuBose, Administrative Assistant, to initiate and process a meeting room request. Flora can be reached at (803) 734-8126 or fdubose@statelibrary.sc.gov.
- Meeting rooms are available for use during regular State Library hours of business (8:30 a.m. – 5:00 p.m. Monday through Friday). After hours and weekends may be available. Please call for details.
- 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 of a cancelation. Payment can be made by check or purchase order payable to the South Carolina State Library.
- The per-day, per-room charges for use of the State Library meeting rooms are:
  - State Agencies $25.00
  - Non-Profit Groups $50.00
  - Other Entities $100.00
- The Learning Lab is available by special arrangement only. Please direct inquiries to Pamela Hoppock at phoppock@statelibrary.sc.gov or (803) 734-8646.
- Meeting rooms may not be reserved more than three months in advance.

Room Set Up / Clean Up:

- Groups are responsible for furniture set up and other related tasks. The appropriate number of tables and chairs are placed in each room. Please do not remove the furniture from the room.
- Certain equipment is available for audiovisual, photocopy, and/or computer equipment needs. Inquire for details when you reserve the room.
- You are solely responsible for cleaning up after your meeting. Please place trash in labeled garbage and recycling receptacles.

- All groups are monetarily responsible, as determined by the State Library Finance and Administration department, for damages to State Library property, equipment, and facilities.

Food and Drink:

- Food and drink are limited to light refreshments (i.e., beverages, snack foods, and box lunches).
- Groups must provide their own equipment for food and drink. Coffee makers, water carafes, and eating/drinking implements are not available.
- Garbage receptacles and extra trash bags are provided. Please place all trash in garbage bags for pick-up by custodial staff.
- Vending machines (snacks, drinks, and water) are available for public use in the central area in the State Library's basement.

Telephone Use:

- Private 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 so 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.

Parking:

- There is no guest parking in the SCSL lot. Event attendees will need to find alternate parking spaces. Please be aware that meters are overseen by the City of Columbia and the parking lot behind SCSL is overseen by USC. We have no jurisdiction to waive the fees or contest a parking ticket. The following instructions are emailed to attendees before the event:
    - Metered parking is available on adjacent streets and can be paid with coin, token, or by using the Passport Mobile App. Set up at http://www.ppprk.com on any mobile device. Most meters are 25 cents for each 20 minutes—check meters carefully. Meters are colored according to the following code:
        - Blue: 5-8 hours
        - Green: maximum 2 hours
        - Silver: maximum 1 hour
        - Red: maximum 30 minutes
    - Spaces are available in the Pendleton Garage. The garage entrance is on Pickens Street at the corner of Pendleton Street. Parking pass for the full day may be purchased for $4.00. The garage attendant will tell visitors where to park and how to display the pass.

- Additional Information
  - USC visitor parking:
    http://www.sc.edu/vmps/park.html
  - State employee surface parking lots:
    http://www.admin.sc.gov/generalservices/parking (Cars must display state employee parking lot decals.)

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 exit through the main entrance or the exit door on the east side. Assemble in parking lot at the side of the building across the street at 1430 Senate Street or the sidewalk of the Rutledge Building at 1429 Senate Street. DO NOT USE ELEVATORS.

Assistance:

- Prior to the start of meetings, please clearly identify your meeting coordinator as the person to whom participants should go 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 meeting room guidelines for answers to all questions related to use of State Library meeting rooms and facilities. For additional questions, contact Flora DuBose at (803) 734-8126.
- State Library staff at the front desk are available to answer questions about State Library programs, services, and collections only.

Learning Lab:

If you have an approved event or partnership event, please be aware of these special concerns for the Learning Lab:

- There is a limited number of power outlets in the Lab. If additional outlets are necessary for an event, this request must be made to the Learning Experiences Coordinator at the time of reservation.
- There are no permanent electronic display devices in the Lab. Internal staff will need to request A/V equipment from the SCSL IT department. If an outside organization needs a projector and laptop, this request needs to be made at the time of reservation.
- Meeting rooms may not be reserved more than three months in advance.
- The Learning Lab is set up for 25 people with tables, with a maximum of 35 seats in the room, including presenters. For your event, extra chairs are available only up to the capacity of the room.
- Layout of furniture needs to be returned after your meeting to the south-facing set up (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.

Meeting Rooms at the State Library:

Each meeting room at the State Library should be set up in classroom style. If you would like to move the furniture for your event, please be sure that it is placed back in classroom style. Each room has the designated number of tables and chairs to be able to host the number of people below.

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; Mobile projection only
Board Room	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	
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
First Floor open space	First Floor	100	Flexible setup	A lot of furniture to move; lighting and audio control may be difficult; mobile internet projection only