



Rotary Community Rooms Reservation Form

By reserving a room, you are agreeing to the Charleston Carnegie Public Library meeting room policies.

Date of use: _____ Time of use: _____

Select the room(s) you would like to use: Rotary Room A
 Rotary Room B (includes kitchenette)

Name of Organization: _____ Non-Profit/Community Group: Yes No

Contact Person: Name: _____ Phone: _____ Email: _____

Type of Activity (discussion, film, meeting, etc.): _____

Estimated Group Size: _____ Will a meal be served? Yes No

Select the item(s) that you will need to use in your meeting room:

- Podium Easel
- Kitchenette/Coffeemaker (Room B only) Library Laptop
- Multi-media equipment (Sound System: Wireless/Lavaliere Microphone, Projector, Projection Screen, DVD/Blu-ray Player)*

*If you will be using multi-media equipment, a training session will be required.

The meetings rooms will begin with the standard setup listed below. If groups desire an alternate setup, they are responsible for arranging the meeting room tables and chairs and returning them to the original location before leaving.

| Room | Standard Setup | Maximum Capacity |
|-----------------------------|--|------------------|
| Rotary Community Room A | 3 round tables with 18 chairs, 2 conference tables* | 70 chairs |
| Rotary Community Room B | 3 round tables with 18 chairs, 4 conference tables* | 70 chairs |
| Rotary Community Room A & B | 6 round tables with 36 chairs, 6 conference tables* | 140 chairs |

*More tables and chairs are available upon request.

Please contact us 24 hours in advance if you need to cancel your room reservation.

Staff Only

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|---|---|
| Form accepted by: _____ Date: _____ | For Profit/Private Event Fee: \$ _____ (\$15/hr for RRA or B; \$30/hr for RRA&B) |
| Entered into calendar by: _____ Date: _____ | Nonprofit Event Meal Fee (\$15): \$ _____ |
| Notify Kattie of Equip. Training: _____ | TOTAL: _____ |
| Notes: _____ | PAID: _____ |