south carolina STATE LIBRARY

Rental Reservation Request

Organization/Group/Business Name: _____

Contact Name: _____

Address: _____

Telephone: _____ Fax: _____

Requested Date: _____

                       Day of the week   Month/Day

# of Participants: _____

Purpose and details of function: (meeting, reception) _____
_____

Please check room requested and items listed under that room required for meeting:

____ **Piedmont**	_____ **Sandhills**	____ **Lowcountry**	____ **Coastal**	____ **CTR**
____ Projector	_____ Smart Board	____ Projector	_____ Projector	____ Computers
____ Podium		____ Podium	_____ Podium	____ Projector

If you are interested in renting the First Floor Learning Lab, please contact Pamela Hoppock at 803-734-8646 or phoppock@statelibrary.sc.gov.

Pricing: _____ State Agency ($25.00 per day)
                _____ Non-Profit Groups ($50.00 per day)
                _____ Other Entities ($100.00 per day)

Hours of Event: From: _____   **to:** _____
*Rooms available from 8:30-5:00

Will food/drink be served?   Yes   No

Send request to: Flora Dubose, South Carolina State Library, 1500 Senate Street, Columbia, SC 29201. Telephone: 803-734-8126; Fax: 803-734-8676; Email: fdubose@statelibrary.sc.gov