# MEETING ROOM SCHEDULING REQUEST
# GLENNON CENTER – LOWER LEVEL

*(All groups must be comprised of a minimum of 50% Tega Cay residents.)*

Today's Date: _____ Meeting Date Requested: _____

Organization Name: _____

Contact Person's Name: _____

Address: _____

Phones: (day) _____ (evening) _____ (cell) _____

(FAX) _____ (Email) _____

Frequency of Meeting (if applicable): _____

Start Time: _____ End Time: _____

Number of Attendees: _____

Purpose of Meeting: _____

**ROOM(s) REQUESTED:**

Meeting Room: _____ Kitchen: _____

**If you will be using the oven/stove, please check here: _____**

***The Hearth Room may not be reserved for meetings. It is open to all residents during posted Hours of Operation as noted below.***

**HOURS OF OPERATION:** *access at other times may be arranged ahead of time for the Meeting Room and Kitchen*

- Summer Hours 8:00 a.m. – 9:00 p.m. (April – October)
- Winter Hours 8:00 a.m. – 6:00 p.m. (later times can be set) (November – March)

**OTHER:** _____

_____

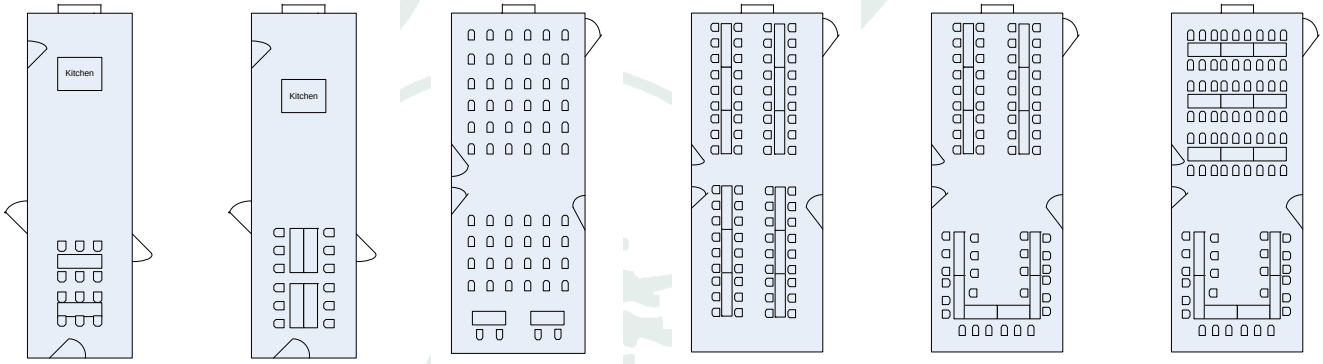
_____

**SAMPLE MEETING CONFIGURATIONS: You are responsible for setting up the room the way you want it to be, <u>and then you are responsible for putting it back in the</u> <u>*Standard Set up which is configured as Meeting Room I and/or Kitchen I*</u>. *There are 6 or 7extra tables in the Meeting Room and one table should be set against each wall and 1 or 2 under the window.***

Number of Chairs Requested: _____

Number of 8' Rectangular Tables Requested: _____

**<u>Kitchen I</u>** | Kitchen II | **<u>Meeting Room I</u>** | Meeting Room II | Meeting Room III | Meeting Room IV




**RULES AND REGULATIONS:** ***<u>Please read and initial as accepting</u>.***

| | |
|---|---|
| | **You are required to remove your trash. There is a dumpster in the front of and in between the TCGC and the Glennon Center for you to put your trash bag.** |
| | NO ALCOHOL ALLOWED (*The Lower Level does not have a Liquor License)* |
| | NO SMOKING (*The Glennon Community Center is a smoke-free building)* |
| | Children under 21 years of age must be accompanied by an adult (21 or older) |
| | Residents are required to clean up after each use. A $35 clean up fee may be charged for inadequate clean up. **(ALL trash must be taken out to dumpster.)** |
| | Residents are required to leave the room as it was when they arrived. |
| | You may not affix any item(s) to the walls, whether for display or other purposes, to avoid damaging the wall surfaces. |
| | The privilege of using this facility may be revoked if the rules and regulations are not followed. |
| | The group is responsible for any damage or change in the condition of the property caused by the group or event. |

Signature: _____

Name: (*please print)* _____

***<u>City Contact</u>:***

Barbie Staples @ 548-3512, x.123

Cell: 493-2521 or

TC Police/Non-Emergency: 548-0340