







Lucile Fripp Horry Community Room Reservation Form

			Date of Request:	
			Date of Meeting:	
<i>Is this a recurring meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No</i> <i>If so, explain: _____</i>				
Contact:				
Email:		Phone:		Fax:
Name of Non-profit Organization:				
Address:				
City:		State:		Zip:
Name of Meeting:				
Purpose of Meeting:				
Number of Attendees:		Meeting Duration:	(hours)	
Beginning Time:		End Time:		<i>Must Exit By 9:30 PM</i>
Security Card Required (Before or After Hours):			<input type="checkbox"/> Yes <input type="checkbox"/> No	Card #:
<i>Please thoroughly read the Lucile Fripp Horry Community Room Policies before submitting this form. In order to process your request, the signed Guidelines, MUST accompany this form (Please retain copies for entry instructions and after hour contact numbers). The use of BJWSA facilities by any group or organization which discriminates on the basis of race, color, national origin, religion, disability, or sex will not be permitted to utilize the Community Room.</i>				
(For Administration Use Only) Approval Granted on: _____ By: _____				



Lucile Fripp Horry Community Room Guidelines

So that we can continue to make the Lucile Fripp Horry Community Room (hereinafter referred to as "Community Room") available to non-profit groups, we ask that you observe the following guidelines:

1. The Community Room is available to non-profit groups for meetings.
 2. The Community Room is available to small groups after business hours (5:00pm - 9:00pm) and during the weekend (8:30am - 9:00pm). The Community Room is not available for use on BJWSA observed Holidays.
 3. The Community Room will seat up to 20 people and is additionally equipped with an executive conference table (seats 10), white board, projector screen, and includes the use of the lobby bathroom facilities. BJWSA does not provide any audio/visual equipment. Wi Fi, is available upon request. The remainder of the building, including office machines, i.e. fax machines, copy machine, is restricted for the operations of BJWSA only.
 4. During business hours, parking is limited, therefore we ask that you use the employee parking lot. **The customer parking area is reserved for customers only.** Signage is provided.
 5. A Room Reservation Form and Guidelines must be obtained during Normal Business Hours (8:30am – 5:00pm, Monday-Friday). Both must be completed and signed where applicable and hand-delivered, mailed, faxed (**843-548-0083**) or emailed together to receive at least two (2) days prior to use.
 - i. **A security Card ("card")** must be obtained **from Customer Service.**
 - ii. **To enter the Community Room**, hold the "card" in front of the exterior reader once, light will turn green and reader will beep, door unlocks. Enter and make sure that door closes behind you.
 - iii. **When exiting, be sure to leave "card" with Customer Service or in the outside Payment Drop Box** (after hours).
 - iv. **All groups must exit the Community Room by 9:30pm, if you do not the Security Alarm will trigger (you will hear an intermittent tone), call the Water Operations Staff at 843-987-7950 or 843-812-7799 (cell) immediately to disarm!**
 6. The Community Room must be left clean and orderly. If meeting is being catered, you are responsible for making sure that all catering supplies are picked up at the end of each meeting, all lights are turned off, and all trash is bagged and disposed of in the Authority's dumpster, at the entrance of employee parking area in brick enclosure. Cleaning supplies and trash can liners are provided and located in the storage cabinet.
 7. Notice of cancellation is required. If a notice is not received within 24 hours of date of meeting, future reservations for your group may be denied.
 8. Future reservations for your group may be denied in the Meeting that these guidelines are not adhered to. Any group denied the privilege of using the Community Room will be notified in writing.
 9. BJWSA Campus is:  Tobacco Free;  No Pets Allowed;  No Concealable Weapons Allowed;
-  Wheel Chair Accessible.

I have read the following guidelines and agree to the terms herein stated:

Signature: _____ Date: _____