



## Lucile Fripp Horry Community Room Policies

*The following are the policies for reserving and using the Lucile Fripp Horry Community Room:*

- The Community Room is available to all **public or non-profit private groups** for meetings and other events.
- The Community Room is limited to **small groups during business hours** (8:30am – 5:00pm). The Community Room **is available to small and large groups after business hours and during the weekend** until 10:30pm. The Community Room **is not available for use on BJWSA observed Holidays**.
- The Community Room will seat up to 27 people and is equipped with a 6' table for refreshments/handouts, white board, projector screen, large oval conference table (seats 9 people), and includes the use of the lobby bathroom facilities, the lobby telephone (for local and collect calls), and coffee server. BJWSA does not provide any audio/visual equipment. The remainder of the building, including office machines, i.e. fax machines, copy machine, is restricted for the operations of BJWSA only.
- A Room Reservation Form and Guidelines can be obtained from the Receptionist during Normal Business Hours (8:30AM – 5:00PM, Monday-Friday). Both must be completed and signed where applicable and hand-delivered, mailed or faxed together at least two (2) days prior to use.
  - **If using before 8:30AM or after 5:00PM, meeting contact must obtain a Community Room Security Card from the Receptionist.**
    - **To enter the Community Room**, wave 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.
    - **When exiting, be sure to leave card with Receptionist** (if during Normal Business Hours) **or in the Community Room Drop Box** (after hours). Card must be returned to Receptionist no later than noon the day following event/meeting.
    - **All groups must exit the Community Room by 10:30PM**, if you do not and the **Burglar Alarm** is triggered (you will hear an intermittent tone coming from the card reader), call the **Water Operations Staff at 987-9267 immediately to disarm!**
- The Community Room must be left clean and orderly. If the event is catered, you are responsible for making sure that all catering supplies are picked up at the end of each event, all lights are turned off, the coffee server is 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 under the coffee server cabinet.
- Notice of cancellation is required. If a notice is not received within 24 hours of date of event, future reservations for your group may be denied.
- Future reservations for any group may be denied if these policies are violated. Any group denied the privilege of using the Community Room will be notified in writing.

***Use of the Community Room is a privilege, which may be rescinded.  
Therefore, we respectfully request that all groups adhere to these policies. Thank you.***