



Union County Library System

300 East South Street, Union, SC 29379

Phone: 864-427-7140 · Fax 864-427-4687

Web: www.unionlibrary.org

About the Space

The Union County Carnegie Library, located at 300 E. South St. in Union, SC, is the first Carnegie Library in South Carolina having opened in 1905. The facility underwent a historic restoration and state-of-the-art renovation in September 2018 and now provides a 2,000 square foot historic event and exhibit space. This space includes 5 connected rooms, bathrooms and a catering kitchen, and has a 100 person capacity. The Union Carnegie Library is a smoke-free, vapor-free, alcohol-free facility and does not permit the use of any open flame or heating elements, such as hot plates or sterno® cans. Additionally, there are 3 smaller study rooms, accommodating up to 4 people, and 1 conference room, accommodating up to 15 people, which can be rented during standard operating hours.

Rental Information

The Union County Library System grants the Friends of the Union County Carnegie Library exclusive use of the event and exhibit space and meeting rooms for rental purposes, and all rentals of the facility are conducted through the Friends of the Library. To check availability of the rental facility, contact info@unionlibrary.org or 864-427-7140.

The event space may be rented Monday through Saturday between the hours of 8 am and 10 pm and Sundays between the hours of 8 am and 8 pm. Rentals are subject to facility availability, with library programs receiving priority, as well as the availability of staff for afterhours events. Afterhours events are any events occurring outside the normal library facility operating hours, which are Monday – Thursday 8 am – 7 pm and Friday – Saturday 9 am – 3 pm.

To reserve the facility, please submit a facility reservation request form. Rental facility fees, equipment fees and damage deposit are due within 5 business days of reservation confirmation, and can be paid by check to the Friends of the Library (300 E. South St, Union, SC 29379). Damage deposit will be returned by check within 30 days following the event. Deductions will be made for damage, excessive cleaning, or time used beyond the contracted period.

Facility Rental Rates

Study Room

- \$5 per hour

Conference Room

- \$10 per hour

Historic Meeting/Event Space

- 6 hours - \$150
- 12 hours - \$300
- \$25 per additional hour
- \$25 per hour for afterhours events (covers cost of library staff)
- \$300 damage deposit (refundable)

Equipment Rental Rates

- Projector - \$25
- Projector screen - \$25
- Microphone and speaker - \$10
- CD/DVD player - \$10
- Technology assistance - \$25 per hour

The renter is responsible for all setup, serving, and cleanup, which must occur during the rental period. Use of kitchen equipment, including refrigerators, microwaves, and ice maker must be approved prior to the event. Renter may use any of the 85 stacking chairs and 10 tables (5' rectangular tables with locking casters) free of charge. *This policy is established by the Union County Library System Board and the Library Board reserves the right to make any changes or amendments at any time.*

Approved October 17, 2019