

CALS BRANCH LIBRARY MEETING FACILITIES REGISTRATION FORM

A.P. Form 404 (effective 1/1/2022, revised 1/1/2022)

This Meeting Facilities Registration Form must be submitted to the appropriate location prior to a group's first meeting. Groups using multiple locations must have a form on file at each location used. Submission of the Registration Form does not guarantee your meeting date; reservations must be made through the designated meeting room contact at the location of your choice. Groups are asked to resubmit forms if their contact information changes.

Organization/Event: \_\_\_\_\_

Contact Person (also sign below): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ FAX: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

**General Guidelines**

- CALS does not discriminate with regard to race, religion, national origin, sex, gender identity or expression, sexual orientation, or political belief in making meeting facilities available to any person or group.
- Library and library-sponsored activities have priority in the use of meeting space.
- Meeting facilities are under the supervision of the staff of each library.
- CALS reserves the right to have staff members present at scheduled events.
- Anyone using the meeting facilities assumes responsibility for damage to the rooms and their contents. The library is not responsible for items left unattended.
- The library does not charge for the use of audio-visual equipment but may charge the user any reasonable repairs caused by misuse or abuse of the library's equipment.

**Scheduling**

- Meeting facilities are available only on days that the library is open. Libraries with meeting facilities that are accessible apart from the library itself (CLLC, Dee Brown, Fletcher, Maumelle, McMath, Nixon, Rooker, Sanders, Terry, Thompson, and Williams) may be scheduled for meetings that begin no earlier than 8:00 a.m. and that end no later than 9:00 p.m. on days that the library is open.
- Supervising adults must be present for meetings extending beyond normal hours of operation for groups whose primary members are under the age of 21.
- Meetings that begin or end outside normal hours of operation may not be social events (of which the primary purpose is fellowship and social interaction). These include birthdays, dances, showers, etc.
- In order to ensure equitable availability of meeting facilities, use by any person or group may be limited at the discretion of the Branch Manager, per Administrative Procedure 404. A copy of this document is available upon request. **\*A minimum of 48 hours cancellation notice is expected. Groups and individuals who fail to give such notice for two consecutive meetings may be denied meeting room privileges at all CALS locations for six months.**

**Fees**

- There is no charge for meetings. Groups are expected to clean up after themselves and leave the space at the agreed-upon time. Those who fail to do so may be denied future meeting room privileges.
- A non-refundable \$50 refreshment fee is required to reserve a meeting room for any event in which food/refreshments will be served. A four-hour time limit will be imposed, which includes set up and clean up. Patrons may elect to book 2 four-hour time blocks back-to-back and pay an additional \$50 refreshment fee.

- Fees may be paid using cash, check, credit/debit card, or money order. Fees are due in full no later than 7 days from the initial contact with the branch to hold the space. There is no cancellation (refund) policy. Exceptions for refunds may be made at the Manager's discretion.
- This Meeting Facilities Registration Form must be submitted to the appropriate location prior to a group's first meeting. Groups using multiple locations must have a form on file at each location used. Submission of the Registration Form does not guarantee your meeting date; reservations must be made through the designated meeting room contact at the location of your choice. Groups are asked to resubmit forms if their contact information changes.

**Use of Facilities**

- Except for library-sponsored fundraising events, meeting facilities may not be used by any person, group, or business for the immediate point of sale for goods, merchandise, or services or be used as a de facto place of business. Users are prohibited from using the facilities to directly or indirectly sell commodities, services, or merchandise or to solicit any individual as a future customer. Determination of appropriate use of library facilities in this regard will be made by the Branch Manager and/or Executive Director.
- Users of meeting facilities may not charge a fee, except to recover out-of-pocket costs for the meeting. Out-of-pocket costs are limited to expenses such as food, printing costs, and reasonable honoraria for guest speakers.
- Except for recruitment for state, federal, or local government personnel, meeting facilities may not be used to establish any employer-employee relationship. Meeting facilities may be scheduled by companies for job interviews, providing that the meeting is not a general attempt to recruit employees.
- Candidates for political office or persons involved in issue-oriented campaigns may use branch meeting facilities provided fundraising events do not occur on library premises.

**\*All library users are responsible for proper disposal of trash and clean up immediately following their meeting.**

- No beverages containing red, orange, or green dyes may be served.
- No alcoholic beverages may be served during library operating hours.
- No chafing dishes, grills, or other accessories with open flames are allowed unless provided by a licensed caterer.
- No decorations or other items may be affixed to interior surfaces with adhesive.
- Groups announcing their meetings through purchased advertising, web pages, social media accounts, e-mail, postal mail, or other means of distribution must include the following disclaimer in their announcements: "Use of Central Arkansas Library System meeting facilities does not constitute endorsement of the beliefs, viewpoints, policies, or affiliations of the user by the library board or staff."
- Any person or group may be denied the use of meeting facilities if they have demonstrated disregard of the Rules of Conduct outlined in Board Policy 400, available upon request. **Persons or groups who misrepresent their status in order to use CALS meeting facilities, or who disregard any of the rules set forth in this procedure, will be suspended from using meeting facilities throughout the library system.**

**By signing below, I agree to abide by the above guidelines, as well as those in "Meeting Facilities & Use Guidelines," A.P. 404, available upon request.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

----- Office Use Only -----

Notes or Other Information:

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1/1/2022 mapr