

## CALS BRANCH LIBRARY MEETING FACILITIES REGISTRATION FORM

A.P. Form 404 (effective 4/2/12, revised 3/16/17)

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, Nixon, Rooker, Terry, Thompson, Williams,) may be scheduled for meetings that begin no earlier than 7:00 a.m. and that end no later than 10:00 p.m. on days that the library is open. Anyone scheduling a meeting beginning or ending when the library is closed must provide \$150.00 security deposit. Deposits may be paid with cash, check, or money order. Additionally, if a key is required, the individual must provide valid identification at time of pick up. The deposit will be returned if the room is undamaged, clean, and when the key is returned to the library. Deposit fees may be waived for groups who have proven their reliability by past use.
- 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. Deposits and/or fees paid will be forfeited if a meeting is cancelled without 48 hours' notice.**

### Fees and Deposits

- At branch libraries, a \$50 fee plus an additional \$50 refundable deposit will be applied to gatherings social in nature (such as showers, birthday parties, etc.). A four-hour time limit will be imposed, which includes set up and clean up. Birthday parties for children are not allowed at the CLLC, Milam, Terry, or Thompson facilities.
- Refreshments deposits are required for all groups serving food and beverages -- \$25 for non-social, and \$50 for social events. The deposit will be returned if the room is clean, if there are no stains, and all trash is placed in proper containers. Deposits and fees will be forfeited if a meeting is cancelled without 48 hours' notice. Deposits may be paid using cash, check, or money order. Food may not be served in the library if it causes any undue disruption to the library's users or staff. Any abuse of this privilege will result in the offending group being denied access to the library's meeting facilities.

**Use of Facilities**

- Except for library-sponsored fund-raising 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 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. If meeting participants will be asked to defray activity expenses, a projected budget must be submitted to Branch Managers before approval will be given to use meeting facilities.

**\*Business or private enterprises wishing to present public service programs must submit a program proposal to the Branch Manager, who will forward it to the Director for approval. The business may hold one such program per year at any one library in the system. They may not take names/addresses of participants or distribute literature that advertises their business.**

- 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 fund-raising 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 alcoholic beverages may be served on library property. No beverages containing red, orange, or green dyes may be served.
- 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.

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- 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 banned 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, Deposit or Other Information:

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