

# Library Square Meeting Room Registration Form

date \_\_\_\_\_

This is a registration only; call first to schedule a room. This form must be submitted prior to a group's first meeting at Library Square. Groups using other locations must have a branch form on file at each location used. Submission of this registration does not guarantee a meeting date; reservations must be made through the designated meeting room contact at the location of your choice. This registration does not apply to after-hours social events or other special receptions in the Darragh Center or Roberts Library.

organization \_\_\_\_\_

contact person \_\_\_\_\_

address \_\_\_\_\_

city/state/zip \_\_\_\_\_

phone \_\_\_\_\_ fax \_\_\_\_\_ email \_\_\_\_\_

alternative contact \_\_\_\_\_

## Section 1: General Guidelines for Regular Meeting Rooms

- 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.
- While use of most CALS meeting rooms is free, nominal fees may be established for some facilities. Deposits may be also required.
- Library and library-sponsored activities have priority in the use of meeting space.
- Meeting rooms at Library Square may only be scheduled during normal hours of operation.
- Gatherings at which the primary goal is fellowship, or social events of any type, such as showers, birthday parties, etc. are not allowed.
- Meeting facilities are under the supervision of the staff of each facility.
- CALS reserves the right to have a member of its staff present at scheduled events.
- Anyone using the meeting facilities assumes responsibility for damage to the rooms and their contents.
- 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.
- In order to ensure equitable availability of meeting facilities, use by any person or group may be limited at the discretion of the facilities manager.
- Meeting facilities may not be used by any person or group for the immediate point of sale or distribution of commodities, goods, merchandise, or services, including the distribution of food or clothing. Exceptions will be made for library-sponsored events, or library-approved fundraising events.
- In no case shall any CALS facility be used by an individual, group, or business as a de facto place of business or point of sale. Use of library facilities to directly or indirectly promote a business enterprise or solicit clientele is prohibited. Determination of appropriate use of library facilities in this regard will be made by the Facilities Manager and/or Director. Groups who are denied use of the facilities for this reason may appeal the decision to the Director.
- Except for recruitment for state, federal, or local government personnel, meeting facilities may not be used for the purpose of establishing 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.
- 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 Facilities Manager before approval will be given to use meeting facilities. With prior approval of the Facilities Manager, exceptions may be made for instrumentalities of local, state, county, and federal governments.



- No signage or materials related to the meeting may be displayed outside of meeting rooms.
- No alcoholic beverages may be served on library property at any time.
- No beverages containing red, orange, or green dyes may be served at any location.
- No chafing dishes, grills, or other accessories with open flames are allowed unless provided by a licensed caterer. Individual food portions purchased from library or other vendors may be consumed on outdoor library property during breaks from scheduled meetings or other use of library services. All library users are responsible for proper disposal of trash and clean-up of indoor or outdoor areas where food has been consumed.
- No decorations or other items may be affixed to the walls or woodwork with adhesive.
- The library does not charge for the use of audio-visual or other equipment, but may charge the user any reasonable repairs caused by misuse or abuse of the library's equipment. Each facility should verify that equipment is working after it has been used by any group.
- 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, or as outlined in this procedure.
- Groups who announce their meetings to the public through purchased advertising, web pages, social media sites, 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."
- Facilities Managers are to keep accurate records on meeting room use.
- Facilities Managers may develop any forms, etc. to meet their particular needs. People 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.

**Section 2: Mixed-Use/Special Events Facilities**

Separate guidelines, fee schedules, and amenities apply to designated mixed use or special events facilities that host larger events, social/business receptions, fundraisers, etc. The following facilities may double as a regular meeting room (see guidelines in Sec. 1) and a special events facility – the nature of the gathering will determine which guidelines apply. At Library Square, these facilities primarily include the Darragh Center, The Bookstore at Library Square, Roberts Library, Arcade Events Room, and Ron Robinson Theater. Off campus, it includes Hillcrest House and Children's Library & Learning Center. Not all mixed-use or special events facilities can accommodate all types of events. Administration may temporarily designate certain other facilities for CALS programming. Due to disruptions of daily operations, some social events, fundraisers, or large receptions may only occur after normal operating hours or when staffing can be arranged.

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. This registration form contains relevant information for most users of the Main Library campus meeting facilities, however, it does not contain all administrative procedure. It is the responsibility of each group to submit a signed registration to prior to its first meeting.

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

**Office Use Only**

Notes, Deposit or Other Information:

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