

This is a registration only; call first to schedule a room. This form must be submitted prior to a group's first meeting on the Main Library Campus. 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 Arkansas Studies Institute.



Main Library Campus Meeting Room Registration Form

Main Library or Cox Building – fax (501) 375-7451

Arkansas Studies Institute – fax (501) 537-4559

Please fill out. Updates are only necessary if there are changes in the information:

Organization: _____

Contact Person (also sign below): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Alternative Contact: _____

Terms of use of Library Meeting Facilities during normal hours of operation:

- In no case shall any CALS facility be used by an individual, group, or business as a defacto 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 Branch Manager and/or Director.
- 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 fund-raising events.
- Users are prohibited from using the facilities to directly or indirectly selling or distributing commodities, services, or merchandise, or to solicit any individual as a future customer.
- 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.
- 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.
- Groups who publicly announce their meetings by purchasing advertising, widely distributing, or mailing information to the public 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."
- Main Library Campus meeting rooms may only be scheduled during normal hours of operation for non-social events.

- Food and beverages may be served in designated meeting rooms with the prior approval of the Meeting Facility Manager. Refreshments may not be served if its preparation or presentation causes any undue confusion to the library's users or staff. The serving of food or beverages must be incidental to the meeting, and may not be the primary purpose of the gathering. Refreshments must be consumed within the meeting facilities, and individual portions may not be taken outside the rooms.
- No alcoholic beverages may be served. No beverages containing red, orange, or green dyes may be served.
- No chafing dishes, grills, or other accessories with open flames are allowed.
- No decorations or other items may be affixed to the walls or woodwork with adhesive.
- 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. The library is not responsible for items left unattended.
- 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.
- CALS does not discriminate with regard to race, religion, sex, 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.
- An organization denied the use of the meeting facilities may appeal to the Director for reconsideration by submitting a written request for reinstatement.
- 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.
- 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.
- 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. A copy of this document is available upon request.
- 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. No business or private enterprise may take names/addresses of participants or distribute literature that advertises their business at any meeting.
- All meetings must end 15 minutes prior to closing.
- **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. 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:
