



Date of Registration: \_\_\_\_\_

## CALS Branch Library Meeting Facilities Registration Form

A.P. Form #404 (effective 4/2/12)

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.

*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 CALS 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.
- Libraries that serve as voting places shall cancel any scheduled meeting to accommodate any general or special election.
- Meeting facilities are under the supervision of the staff of each library.
- All meetings must end 15 minutes prior to closing.
- 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.
- An organization denied the use of the meeting facilities may appeal to the Director for reconsideration by submitting a written request for reinstatement.
- Meeting facilities are available only on the days that the library is normally open. Libraries with meeting facilities that are accessible apart from the library itself 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 the days that the library is normally open. Anyone scheduling a meeting that will begin or end when the library is closed must provide \$150.00 security deposit. Additionally, if a key is required, the individual must provide positive 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 usage.
- 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) such as 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. For meetings requiring a \$25 deposit (branches only), the deposit will not be refunded to groups or individuals failing to provide 48 hours notice of cancellation.

- Except for library-sponsored fund-raising events, meeting facilities may not be used by any person or group for the immediate point of sale for goods, merchandise, or services.
- 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 Branch Managers before approval will be given to use meeting facilities.
- Candidates for political office, or persons involved in issue oriented campaigns may use meeting facilities provided fund-raising events do not occur on library premises.
- 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.
- Food and beverages may be served in meeting facilities only with the prior approval of the Branch Manager. Refreshments deposits are required for all groups -- \$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. The deposit will not be returned if the group or individual fails to provide 48 hours notice of cancelation. 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.
- 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.
- Adult supervision must be present for meetings extending beyond normal hours of operation for groups whose primary members are under the age of 21.
- 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 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.
- 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.
- 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.
- 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.
- 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."
- **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.**

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

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

Notes, Deposit or Other Information:

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