



Application for Use of Meeting Rooms

1. Group Name/Agency: _____
2. Contact Person: _____
3. Address of Contact Person: _____
 Phone Number: _____ E-Mail: _____
4. Library Card Number: _____ Pin Number: _____
5. Type of Event: _____ Number Expected: _____
6. Date of Event: _____ Start Time: _____ End Time: _____
7. Meeting Room Requested:

- | | | | |
|--------------------------|----------------------------|------------|---------|
| <input type="checkbox"/> | Main - Room 126 | 35 maximum | \$25.00 |
| <input type="checkbox"/> | Main - Room 124 | 10 maximum | \$25.00 |
| <input type="checkbox"/> | Main - Lecture Hall | 80 maximum | \$50.00 |
| <input type="checkbox"/> | Argenta - Room 001 | 20 maximum | \$25.00 |
| <input type="checkbox"/> | Argenta - Auditorium | 75 maximum | \$50.00 |
| <input type="checkbox"/> | Food/Drinks will be served | | \$15.00 |

Additional fee may be assessed, based on level of clean-up required, if the room is not left in appropriate condition. Compliance with room capacities must be observed at all times.

Equipment request (available only for rooms reserved in advance):

- | | |
|--|--|
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Podium/Microphone |
| <input type="checkbox"/> Wireless Internet Access | <input type="checkbox"/> Wireless Microphone |
| <input type="checkbox"/> Digital Projector - \$50.00/day | <input type="checkbox"/> Television/Video Player |

Refunds: Cancellations must be requested in writing
24 hours prior to the reservation to receive a refund.

I have received a copy of the William F. Laman Library Public Meeting Rooms Policy and I am aware of and agree to all the policies and procedures stated therein. I take full responsibility for any damage to property and agree to leave the room(s) clean and orderly.

Patron's signature

Date

Accepted for the Library

Total Amount Received

**William F. Laman Public Library System
Public Meeting Rooms Policy**

PURPOSE

The meeting rooms in the William F. Laman Public Library are for library-sponsored programs and meetings which carry out the mission and goals of the library system. When these meeting rooms are not being used for such purposes, they are open to organizations/individuals engaged in educational, cultural, intellectual or charitable activities.

POLICY REGULATIONS FOR NON-LIBRARY USE

1. Meeting rooms may be reserved in advance on a first-come, first-served basis, with a completed and signed application and fee payment, which is required before a reservation will be confirmed and added to the Library's calendar. Meeting rooms may be scheduled for multiple dates, up to one year in advance. Reservations are accepted in person at the Library and online, with the reservation pending until application and fee payment are received.
2. Cancellations must be requested *in writing* 24 hours prior to the reservation date to receive a refund.
3. Meeting rooms are available for businesses and governmental agencies or departments to meet with their staff, conduct training, etc. The facilities are not meant to be used by an individual or group to operate an office or business in its entirety and may not be used for such purpose.
4. No admission fees may be charged by groups using the meeting rooms. Membership dues may be collected and merchandise available from a speaker/presenter may be sold as long as the item is not a fundraiser for the group.
5. Private meetings or members-only meetings are permitted. It is the responsibility of the group, not the library staff, to monitor the meeting room door in the event non-members seek entry.
6. Meeting rooms must be used during the normal operating hours of the library facility. Users must have the meeting room clean and vacated at the time the Library closes to the public.
7. The Library reserves the right to limit attendance in all meeting rooms, based upon space availability and safety regulations.
8. Meeting room use must not disrupt the use of the Library by others. Persons using the meeting rooms are subject to all library policies and procedures. Library administration reserves the right to deny further use of any meeting room to any individual or group who violates library policies or procedures.
9. Users are responsible for arrangement/rearrangement of tables and chairs to meet their specific needs.
10. The Library provides various types of audio/visual equipment for use in meeting rooms reserved in advance only. An appointment with library staff should be scheduled (as necessary) prior to the date of the room reservation to receive training on the use of unfamiliar equipment. The designated responsible party will be held responsible for any damage incurred to the equipment.
11. Meeting rooms must be left in a clean and orderly condition. The designated responsible party assumes all responsibility for any damage to library equipment or materials incurred. The Library is not responsible for personal belongings left in the meeting room by users.
12. Food and drinks may be served in the meeting rooms. Open flame warmers are prohibited. Library administration reserves the right to require removal of food that is unusually messy or that in any way distracts others in their use of the library facilities and services. All trash and food containers must be disposed of in trash receptacles located in the meeting rooms and all surfaces must be left clean after use. A fee will be assessed, based on level of clean-up required, if the room is not left in appropriate condition.
13. The use of tobacco products is prohibited in the Library.
14. No materials may be attached or affixed to any wall, ceiling or other surface or to any piece of library property within the reserved meeting room.
15. Library staff members cannot take telephone messages for any person using a meeting room nor can they page persons using a meeting room. Library telephones are for use for library business only. No public telephone is available on the library premises.
16. Permission to use library meeting rooms is not an endorsement of the user's beliefs by the Library Board of Trustees or library staff.

DAMAGES AND LIABILITY

The Library is not responsible for the loss of, or damage to, any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual, group or organization using the meeting rooms shall be held responsible for any damage, willful or accidental, to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.

Any individual, group or organization using the Library's meeting rooms must fully release and discharge the Library Board of Trustees, its employees, the City of North Little Rock, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with, use of the meeting rooms. They must further indemnify and hold harmless and defend the Library Board of Trustees, its employees, the City of North Little Rock, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with, use of the meeting rooms.