

NORTH LITTLE ROCK PUBLIC LIBRARY SYSTEM
Application and Policy for Use of Meeting Spaces

1. Group Name/Agency: _____

2. Contact: _____

3. Address of Contact: _____

Phone Number: _____ E-Mail: _____

4. Library Card Number: _____

5. Type of Event: _____ Number Expected: _____

6. Date of Event: _____ Start Time: _____ End Time: _____

7. Meeting Room Requested:

<input type="checkbox"/> Laman - Room 124	15 maximum	\$ 25.00/hour
<input type="checkbox"/> Laman – Gallery	50 maximum	\$ 80.00/hour
<input type="checkbox"/> Laman - Lecture Hall	80 maximum	\$130.00/hour
<input type="checkbox"/> Argenta - Room 001	20 maximum	\$ 35.00/hour
<input type="checkbox"/> Argenta - Auditorium	75 maximum	\$120.00/hour
<input type="checkbox"/> Argenta – Main Floor	125 maximum	\$200.00/hour
 <input type="checkbox"/> Service Fee (required for all spaces)		\$ 35.00

**Additional fees 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):

Projector
 Wireless Microphone

Podium/Microphone
 Television/Video Player

Refunds: Cancellations must be requested in writing 48 hours prior to the reservation to receive a refund.

I have received a copy of the North Little Rock Public Library System Public Meeting Room Policy and Application, 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.

Event Representative

Date

Accepted for the Library

Total Amount Received

North Little Rock Public Library System Application and Policy for Use of Meeting Spaces

PURPOSE

The meeting rooms of the North Little Rock Public Library System are primarily 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 or 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 the reservation pending until a completed and signed application and fee payment are received, which is required before a reservation will be confirmed. Meeting rooms may be scheduled no more than three months in advance. Reservations are accepted online, with the reservation pending until application and fee payment are received. Payment must be received within seven days. On the eighth day, the reservation may be cancelled for non-payment.
2. Cancellations must be requested *in writing* 48 hours prior to the reservation date to receive a refund.
3. The facilities may not 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.
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 normal operating hours of the library facility. Users must have the meeting room clean and vacated thirty minutes before the Library closes to the public. Special exceptions may be made at the discretion of Library administration.
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 of tables and chairs to meet their specific needs.
10. The Library provides various types of AV 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 event representative 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 even representative 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.
12. Food and drinks may be served in the meeting rooms. No alcohol or red drinks are allowed. 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.
13. The use of tobacco products is prohibited in the Library.
14. The use of glitter and/or confetti is prohibited.
15. 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.
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 event.

Any individual, group, or organization using the Library's meeting rooms fully releases and discharges 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.