



## The Faulkner County Library System

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# Application for Facility Reservation

*Submission of this form does not guarantee availability of a meeting room. A library staff member will contact you with confirmation within one week of receipt of application. Please note that the library considering the needs of all groups meeting concurrently will make room assignments.*

Name: \_\_\_\_\_ Day phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Address (include city, zip): \_\_\_\_\_

Name of Group: \_\_\_\_\_

Profit/Non-Profit status: \_\_\_\_\_

Please declare any fees charged or service/product being sold/endorsed in connection with the meeting: \_\_\_\_\_

Requested use date: \_\_\_\_\_

If this is a monthly meeting and more than one meeting reservation is required, please list

**Individual dates and times** (i.e. 5/4/2006/2007): \_\_\_\_\_

Meeting start time: \_\_\_\_\_

Meeting end time: \_\_\_\_\_

*(Please include set-up time before and clean-up time of room after the meeting)*

Nature of Meeting: \_\_\_\_\_

Equipment needs:

*(Extra chairs, tables, and overhead cart may be found in the chair storage room in the hall.)*

___ Tables #___	___ Chairs #___
___ Overhead Projector	___ Sound System
___ Microphone	___ TV
___ VCR	

Have you made arrangements for clean up? \_\_\_\_\_

I have received a copy of the Guidelines for Public Use of the Faulkner County Library Meeting Facilities. By signing this reservation form, I agree to abide by stated guidelines and policies. I also agree to fill out a facilities evaluation each time my group meets at the library.

*Please alert the library staff as soon as possible if your meeting is canceled.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title in organization:

(Address of organization if available) \_\_\_\_\_

\_\_\_\_\_

Confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

Library staff

# GUIDELINES FOR PUBLIC USE OF THE FAULKNER COUNTY LIBRARY MEETING FACILITIES

The policy for use of the meeting spaces at the Faulkner County Library states:

It is the philosophy of the Faulkner County Library Board of Directors to make the meeting spaces at the Faulkner County Library as widely available as possible as a public service to our community. The meeting spaces of the Faulkner County Library are available for use by individuals regardless of race, age, gender, or nationality, and on a first-come, first-served basis.

Library activities will have priority over any other group. Regular library service must take precedence over all other activities and the use of the meeting room must not interfere with the operation of the library. Meetings, which would interfere with the work of the library because of noise or other factors, will not be permitted. The meetings should not require an admission fee and should not sell/endorse a service/product and should be open to the public. The facilities will not normally be made available for fundraising, for-profit organizations or for private parties unless specifically approved by the Library Board. The fact that the Library Board has considered and authorized a program for presentation does not constitute endorsement by the library of points of view expressed by participants in the program.

If the meeting is on going, groups may reserve the room for one calendar year. If more frequent meetings are desired, meetings may be scheduled by contacting the library on Monday of the occurring week and the room will be scheduled if available. As of **June 1, 2006**, we can take applications for meetings going on during July 2006-June 2007. All groups will have to re-apply every June. The Library Board reserves the responsibility to review, accept or reject any or all applications without reason given. **The board on a case-by-case basis may consider exceptions to this Policy.**

## *Procedures for reserving Meeting Spaces*

*Application:* An application must be submitted before a date will be scheduled on the calendar. The Application may be filled out at the library or taken out of the library and mailed back. Library staff will promptly confirm the meeting date.

*Keys:* If a meeting is held before or after library hours (the library is open Monday-Thursday 9 AM-7 PM, Friday and Saturday 9 AM-5 PM,) a key to the meeting area will be checked out to the person responsible for the group. The key must be returned immediately after the meeting. The key should be placed in the envelope provided and put in the book return on the East Side of the building. If the key is not returned within 24 hours of the meeting, a replacement fee may be charged. The person responsible for key checkout agrees to pay a \$10.00 replacement fee

for non-return of key. Failure to return keys or pay replacement costs may result in loss of use of the meeting spaces.

### *Use of the facilities:*

Set up. Groups will need to be responsible for setting-up (moving chairs, setting up tables, and arranging AV equipment) and clean up after the meeting. Cleaning supplies are located in the kitchen and chair storage room. Equipment needs should be noted on application form.

### *Food/Drinks:*

1. Food and drinks may be served at meetings but must be restricted to the meeting room or auditorium. No food or drink is permitted in the seminar rooms or in the main library. Arrangements for service pieces such as dinnerware, tablecloths, etc. are the group's responsibility.
2. Coffeepots are available for public use and are located in the kitchen. Coffee and supplies are the responsibility of the group. Pots should be turned off or unplugged and rinsed after use. All electrical appliances must be placed on tables against the wall and cords kept away from traffic areas if used in the rooms. All electrical appliances must be turned off and unplugged at the end of a meeting.
3. The group is responsible for food cleanup. Please place used garbage bags in the large garbage receptacle in the kitchen. Re-line trash can with spare liners located in the kitchen.
4. Do not tack or tape any materials to the walls or floors.
5. Chairs should be stacked on the dollies and pushed next to the walls.

### *Alcohol/drugs and Tobacco:*

The library is a smoke-free environment, and no alcoholic beverages or drugs are permitted on library property.

### *Closing up:*

1. The responsible representative should put away all tables and chairs used in the meeting facilities (leave 25 stacked chairs in the room), turn off room lights, lock exterior door, and place the key in the drive-through book return on the east side of the building. Meeting rooms should be vacated by 9:30 PM Monday through Saturday and by 6 PM on Sunday. Parking lot lights and library exterior lights are turned off at this time.
2. The group promised that the facilities would be cleaned up and ready for the next group.

Damage to rooms may result in a fee to correct the damage, i.e., shampoo carpet, paint wall, etc. If stains/damage are present before the meeting, library staff should be notified to prevent wrongful charge.

# Facility Evaluation

We hope your meeting was informative and enjoyable. In an effort to serve your group as effectively as possible, we hope you will give us your comments about the facility, which you used. Please fill out or circle responses and leave them at the front desk or in the envelope with the key and place in the book return slot.

My organization's name: \_\_\_\_\_

Room used: the Meeting room \_\_\_\_\_ Auditorium Seminar Room \_\_\_\_\_ II. \_\_\_\_\_ III. \_\_\_\_\_

Number attending: \_\_\_\_\_

The facilities were: Clean \_\_\_\_\_ Not clean (specify) \_\_\_\_\_

The temperature: Too hot \_\_\_\_\_ too cold \_\_\_\_\_ Comfortable \_\_\_\_\_

The equipment: Operated as expected \_\_\_\_\_

Needs attention:

(Specify equipment and problem if possible.)

Comments/Suggestions:

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Thank you for allowing the library to serve your group.