



LONOKE COUNTY  
**LIBRARIES**  
Cabot • Carlisle • England • Lonoke

**Community Room Registration Form**

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

Organization: \_\_\_\_\_

Contact Person : \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Alternate Contact Phone: \_\_\_\_\_

**\*Due to Arkansas Code Title 13, information about the meeting will only be released to the contact person and alternate contact listed on this form.\***

Meeting Date \_\_\_\_\_

Start Time (Include your set up time): \_\_\_\_\_

End Time (Include your clean up time): \_\_\_\_\_

Please give a summary of your meeting. Include educational elements, type of presentation, and/or any other details about your meeting.

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**By Signing you agree to the following terms and conditions set forth by the Lonoke County Library Board of Trustees:**

- In no case shall the Cabot Public Library be used by any individual, group, or business as a 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.
- Except for library-sponsored fundraising events, meeting facilities may not be used by any person or group for the immediate point of sale for goods, merchandise or services.
- 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.
- Businesses 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.
- Businesses, private enterprises, and meeting attendees may not take names/addresses of participants or distribute marketing materials as promoting on library property is prohibited.

I understand and agree to the terms. I understand that if I, or any person attending the meeting, break any of the community room policies set forth by the Lonoke County Library Board it will result in usage of the space for future meetings being denied.

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

**By initialing and signing, you agree and understand the terms and conditions set forth by the Lonoke County Library System Board of Trustees:**

\_\_\_\_\_ The Lonoke County Libraries do 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 shall have priority in the use of meeting spaces.

\_\_\_\_\_ Cabot Public Library reserves the right to have a member of its staff present at scheduled events and meetings.

\_\_\_\_\_ **Anyone using the meeting facilities assumes responsibility for damage to the rooms and it's contents.** The library is not responsible for items left unattended. Fees incurred from damages will be determined by the Branch Manager and Regional Director and may cause individuals or groups being denied access to the library's meeting facilities.

\_\_\_\_\_ 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 branch manager.

\_\_\_\_\_ A minimum of 48 hours cancellation notice is expected. Groups and individuals who fail to give such notice may be denied use of the space.

\_\_\_\_\_ Users are prohibited from using the facility for social gatherings in nature (such as showers, birthday parties, etc.)

\_\_\_\_\_ Meeting facilities may be scheduled by companies for job interviews, and recruitment of employees.

\_\_\_\_\_ Candidates for political office, or persons involved in issue-oriented campaigns, may use meeting facilities provided that fundraising events do not occur on library premises.

\_\_\_\_\_ Food and beverages may be served in meeting facilities. 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 or individual being denied access to the library's meeting facilities.

\_\_\_\_\_ No chafing dishes, grills, or other accessories with open flames are allowed unless provided by a licensed caterer.

\_\_\_\_\_ Adult supervision must be present at meetings extending beyond normal hours of operation for groups whose primary members are under the age of 21. All persons under the age of 10 must remain with a parent/guardian while on library premises.

\_\_\_\_\_ **No decorations or other items may be affixed to the walls or woodwork with pins, nails or 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.

\_\_\_\_\_ **Groups who publicly announce their meetings on social media, by purchasing advertising, widely distributing, or mailing information to the public must include the following disclaimer in their announcements:**

**“Use of CPL meeting facilities does not constitute endorsement of the beliefs, viewpoints, policies or affiliations of the user by the library board or staff.”**

\_\_\_\_\_ **Fire Code allows a 99 person maximum occupancy of the Community Room.**

**IMPORTANT NOTICE: The Cabot Public Library does NOT have a loading/unloading zone. Parking is not allowed in the circular drive of the library at ANY time. Meeting room users MUST park in marked parking spaces to load/unload supplies, food, and other materials for meetings.**

**Persons or groups who misrepresent their status in order to use CPL 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: \_\_\_\_\_

Branch Manager: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied  Reason: \_\_\_\_\_