



Donald W. Reynolds
LIBRARY
 Serving Baxter County
 (870) 580-0987
 300 Library Hill
 Mountain Home, AR 72653

Meeting Room Reservation Request

Meeting Rooms are available at no charge during normal Library hours for use by non-profit community organizations whose primary membership includes residents of Baxter County. Library sponsored programs and events will receive priority. The Library reserves the right to relocate or cancel scheduled reservations and to refuse future bookings to those who do not observe meeting room and facility use policies. Notify the Library of cancellations. Except in the computer lab, items purchased from the Library's Café are permitted.

Today's Date _____

Check one requested Room Name:

Note: Room capacity may decrease with the addition of tables to room setup configuration. View room configurations at www.baxlib.org.

Date(s) of single request:

<input checked="" type="checkbox"/>	Room Name	Capacity	or	<input checked="" type="checkbox"/>	Room Name	Capacity
	Studio 300	12			Small Conference Room A	8
	Study Room A	2			Small Conference Room B	8
	Study Room B	4			Knox Community Room B	40
	Study Room D	6			Knox Community Room A	60
					Knox Community Room A + B Combined	100

Day(s) _____ / ____ / ____, ____ / ____ / ____

Dates of recurring request: *Recurring requests are not accepted on Tuesday nights.*

Groups may reserve a meeting room once each month. Small conference and study room reservation limits based on demand.

<input type="checkbox"/> Daily From ___/___/___ to ___/___/___	<input type="checkbox"/> Weekly Day of the week _____ From ___/___/___ to ___/___/___	<input type="checkbox"/> Monthly Week of the month _____ Day of the week _____ From ___/___/___ to ___/___/___ Months group does not meet?
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Meeting Times:

Add set/up-take-down time to reservation
Mon.-Sat. 10:15am is the earliest available meeting start time without incurring after-hours fees.

Reservation Start Time	Meeting Start Time	Meeting End Time	Reservation End Time
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Number of Attendees:

Meeting open to the Public (yes or no):

Organization:

Purpose - describe meeting for public calendar:

Contact Person's Name:

Primary Phone:

() - Extension:

Email address required:

Street address, city, ST & Zip code:

Select Organization category type:

Select one cost classification:

Non-Profit Commercial

Non-profits may incur fees for Library set-up/take-down or after hours use options.

<input checked="" type="checkbox"/>	Organization	or	<input checked="" type="checkbox"/>	Organization
	Library Affiliated Group			School/Educational Institution
	Non-Profit Community Organization			Student / Study Group
	Commercial			Tutoring at no charge
	Government Agency			Other (please describe)

Catering:

If your plans include lunch from the Library Café, order in advance.
 The Library Café has first right of refusal on catering of all foods purchased for meetings in the Library.

Equipment available:

Knox Community Rooms and the Computer Lab are equipped with a ceiling mounted video projector and screen. The Library provides WiFi. Knox rooms have coffeepots in coffee nooks.

	Qty. Needed		Qty. Needed
6' Tables (wheeled)		Catering kitchen access	
Chairs		Microphone – hand held or lapel	
Podium		Laptop PC	

Staff use: Comments:

Notified applicant with confirmation: ___/___/___

Meeting Room Terms and Conditions

Library sponsored programs and events will receive priority. Meeting rooms at the Donald W. Reynolds Library are available during normal Library hours for use by community organizations whose primary membership includes residents of Baxter County.

Meetings scheduled in Knox Community Rooms can be held when the Library is closed with advance approval of the Baxter County Librarian. Such meetings will incur an hourly fee, limited to a maximum of three hours.*

The Library reserves the right to relocate a group to a different meeting room.

No soliciting or selling of products or services not directly connected with the Library can take place. Library meeting rooms may be reserved by businesses for a fee.*

The computer lab may be reserved by businesses for training during normal Library operating hours for a fee.*

Purposes, objectives, or views of groups using meeting rooms shall not be advertised in any way that suggests that the Library endorses them.

Groups may reserve a meeting room once each month and will notify the library if the event is cancelled.

Conference and study rooms with seating for eight or fewer may be reserved no more than 30 days in advance. The number of times these rooms may be scheduled each month will be based on demand. Reservations will be posted on the door of each room.

Any group using a meeting room is expected to conduct its proceedings in a quiet, orderly manner, not disruptive of normal Library functions.

Events involving youth must be adequately chaperoned.

Any decorations must be free standing. Nothing may be taped, tacked or attached to walls or equipment. Equipment that is likely to result in damage to the room or its equipment may not be used.

The group representative will sign in at the Circulation Desk upon arrival. After confirming the event on the event calendar, staff will issue a room key in exchange for the group representative's driver's license. After meeting, users will provide attendance figures from their meeting, sign out, return the room key, and retrieve their driver's license.

Groups will bring their own supplies for each meeting to use with the Library's coffee pots (filters provided). Groups are to set up and take down tables and chairs as needed, vacating the room 15 minutes prior to the library closing. Trash must be placed in receptacles and the room left clean. Please report any spills immediately. Room set-up and take-down is available by Library staff for a fee which will be invoiced.*

Use of the kitchen must be reserved and is subject to availability. The kitchen's warming ovens are available for heating pre-cooked foods. The Library will not store items for groups using the meeting rooms. Library staff will not be responsible for delivery or pickup of event-related items or equipment. The Library is not responsible for damage to, or loss of, personal items used or left in the meeting rooms.

Tobacco use is prohibited on Library premises. Groups or individuals booking the meeting rooms may not serve alcohol.

The room divider must be operated by library staff only.

The Library's coffee shop vendor/Library's Café has the right of first refusal on any catering of meals and/or refreshments in the Library. Light refreshments and covered beverages from the coffee shop are permitted in the Knox Community Rooms, the small conference rooms, and the study rooms.

Use of the Library's electronic equipment must be arranged at the time the room is booked. Arrangements for training on how to use equipment must be made in advance. Groups will be held responsible for any damage to, or theft of, Library property.

The Library reserves the right to refuse future bookings to groups that fail to appear on scheduled meeting dates or do not abide by the above policies.

Group Representative Signature: _____ **Date** ____ / ____ / ____

<input checked="" type="checkbox"/>	Room Name	Commercial Room Fees		<input checked="" type="checkbox"/>	Room Name	Commercial Room Fees
	Computer Lab	\$30/hr			Small Conference Room A	\$30/4 hrs
	Computer Lab	\$50/hr (incl. tech support)			Small Conference Room B	\$30/4 hrs
	Study Room A	\$30/4 hrs			Knox Community Room B**	\$50/4 hrs
	Study Room B	\$30/4 hrs			Knox Community Room A**	\$75/4 hrs
	Study Room D	\$30/4 hrs			Knox Rooms A + B Combined**	\$100/4 hrs

Commercial use of the Library's Trustee/Board Room: \$50/4 hrs

Return the completed form to Scheduling Coordinator,

Donald W. Reynolds Library, 300 Library Hill, Mountain Home, AR 72653. Fax: 870-580-0935.

5/9/18