



405 S Main St . Bentonville, AR 72712 . 479.271.3912 main . 479.271.6712 meeting room reservation
Mon-Thurs 9:00–8:00 . Fri & Sat 9:00–5:00. www.bentonvillelibrary.org . library@bentonvillear.com

Library Meeting Room Policy

1. Overview

The purpose of the Bentonville Public Library meeting rooms is to provide space for library programs and events, to fulfill the library's role as a community center where the public can freely attend educational, cultural or civic events, and to champion the principle of intellectual freedom by providing a forum for the exchange of ideas.

No person's right to attend a public meeting or program will be denied or abridged because of origin, age, race, sex, background, views, sexual orientation or disability. No person's right to attend a public meeting or program of a non-profit organization will be denied or abridged because of membership or lack of membership in that organization or group.

It is the policy of the Bentonville Public Library to provide meeting room space to Benton County residents or property owners who possess a valid Bentonville Public Library card.

Library-sponsored programs and programs of the Bentonville Public Library's affiliated organizations will be given priority in the reservation of meeting room space. Thereafter, requests are considered in the following order:

- City of Bentonville agencies
- Community non-profit cultural or civic organizations providing free public programs
- All other uses, including organizations, groups, businesses and for-profit entities.

Permission to use a library meeting room does not in any way constitute an endorsement or approval by the library of the beliefs, positions or actions of anyone using the facility.

The use of the name, address or telephone number of the Bentonville Public Library as the address or headquarters for any group or organization using the library for meeting purposes is prohibited. Publicity generated by a group or organization for a meeting or event in a library meeting room may recite the library name, address and appropriate room designation only.

Groups who publicly announce their meetings by purchasing advertising, widely distributing, or mailing information to the public must include the following disclaimer in their announcements: "Use of the Bentonville Public Library meeting facilities does not constitute endorsement of the beliefs, viewpoints, policies or affiliations of the user by the Bentonville Public Library."

Any organization or group wishing to use a meeting room must complete the Online Meeting Room Request Form accessible via the library's website. The reservation is not confirmed until the requester receives approval from library administration or designated staff. A new application form must be completed for each request.

2. Meeting rooms available

Walmart Community Room

- Maximum fire code capacity = 165
- 30 Folding Tables with 165 chairs

- Presentation amenities: LCD projector, screen and surround sound system, lectern with microphone, wireless microphones, DVD/CD player.
- Reservation/cleaning deposit may be required.
- Catering and/or light refreshments allowed.
- All beverages and/or food must be procured from the on-site café.
- Catering kitchen use & equipment.
- Technology fee applicable for library laptop or teleconference equipment.

Rotary Conference Room

- Maximum fire code capacity = 40
- 8 Folding tables with 24 chairs
- Presentation amenities: LCD projector, screen, lectern.
- Reservation/cleaning deposit may be required.
- Catering and/or light refreshments allowed.
- All beverages and/or food must be procured from the on-site café.
- Catering kitchen use & equipment.
- Technology fee applicable for library laptop or teleconference equipment.

Tate & Haney Conference room

- Maximum fire code capacity = 10
- 1 Conference table with 8 chairs
- Presentation amenities: flat-screen presentation system.
- Reservation/cleaning deposit may be required.
- Catering and/or light refreshments allowed.
- All beverages and/or food must be procured from the on-site café.
- Catering kitchen use & equipment.
- Technology fee applicable for library laptop or teleconference equipment.

Group Study Rooms and Literacy Room

- Maximum fire code capacity = 4-6
- Available on a first-come, first-serve basis or may be reserved.
- Only quiet activities permitted.
- No charge.
- Food not permitted.
- Technology fee applicable for library laptop equipment.

Small Study Rooms

- Maximum fire code capacity = 2 per room
- Available on a first-come, first-serve basis.
- Only quiet activities permitted.
- No charge.
- Food not permitted.

3. Charges for use of meeting rooms

- All groups/individuals using library facilities are subject to the library's meeting room fee structure.
- The library reserves the right to charge a cleaning and reservation deposit, and/or require liability insurance for use of its meeting rooms.
- Technology fees for laptop and/or teleconference phone are applicable.

- The library reserves the right to charge for personnel and technical support in using meeting room amenities.

4. Procedure for booking a meeting room

- Visit the library's website at www.bentonvillelibrary.org, click on Meeting Rooms. Select the desired room, date and time from the library's online meeting room calendar. Complete the request form.
- The reservation is not confirmed until the requester receives approval from library administration or designated staff.
- A new application form must be completed for each request.
- Individuals booking rooms, with the exception of study rooms, must be at least 18 years old.
- Meeting rooms may be booked by submitting the online form via the library's website. Applicants must complete required application and make any required deposits or payments before a reservation is confirmed. The name of the authorizing individual, sponsoring organization and contact person are required at the time of booking.
- Groups must designate one individual as a contact person, who must have a valid Bentonville Public Library card. That person is responsible for scheduling and supervising the activities of the group. A contact person for the group is required to check in with library staff before the meeting room is opened. At the conclusion of the meeting, the designated contact person for the group is required to check out with library staff.
- Certain equipment may be made available to organizations using the library meeting room facilities. It is the responsibility of these groups to request the equipment at the time the room is scheduled. Technology fees for use of a library laptop and/or teleconference phone are applicable.
- Booking for the new calendar opens to the public on October 1st of the preceding year.
- To allow library staff to adequately plan summer programs, no groups may book the Walmart Community Room until April for events occurring during June through August.

5. Requirements for use of meeting rooms

- It is not the intent of the library to provide permanent or continuous meeting space. Standing reservations are limited to four times and may be reviewed after that time.
- Events of a strictly social nature such as receptions, parties, weddings, and showers are not permitted.
- Political campaigning or fund raising events are not allowed on library premises.
- Library meeting rooms are not available for commercial purposes. Such commercial use includes, but is not limited to bazaars, special benefit sales, and programs designed to advertise or promote the purchase of products or services.
- Only library-sponsored or co-sponsored meetings or programs may involve the sale of items, fund raising activities or solicitation of donations.
- Organizations may not charge an admission fee. Fees for reimbursement of a meal or program materials are permissible as long as attendance is not dependent upon the payment of such fees.
- Unlawful, hazardous or dangerous activities are prohibited in the library. No open flames of any kind are allowed; this includes, but is not limited to: candles, pyrotechnics, lighters, matches, chafing dishes.
- No signage/decorations may be affixed to walls, flooring, woodwork, ceiling or furniture.
- In efforts to support our local small business owner, only beverages and/or food procured from the on-site café are allowed in the library's meeting spaces.

- No alcoholic beverages or tobacco products are permitted. No beverages containing red, orange or green dyes may be served.
- Meetings must take place within the confines of the reserved room.
- Groups using the meeting rooms are responsible for providing their own supplies such as note paper, flip chart pads, pencils, etc. Only dry erase markers provided by the library may be used on marker boards.
- No additional furniture or equipment other than that furnished by the library is to be used without advance approval. Any outside furniture or equipment approved for use should be removed from the library at the end of the meeting. The library is not responsible for such items.
- Anyone using the meeting facilities assumes responsibility for damage to the rooms and their contents. Blocking off windows, locking of meeting room doors or use of emergency exit doors for anything but their intended purpose is not allowed. All meeting attendees must enter and exit through the main library doors.
- Library personnel must have open access to meeting rooms at all times.
- Persons or groups who misrepresent their status in order to use meeting rooms, or who disregard any of the rules set forth in this procedure will forfeit their right to use the meeting room facilities.
- Organizations may be required to show proof of non-profit status.
- Groups using the library meeting rooms must observe the library's scheduled opening and closing times. Limited exceptions must be approved by the Library Director.
- The library reserves the right to cancel any meeting should conditions or situations warrant such action.
- When the library closes because of power outage or a weather-related emergency, all efforts will be made to notify organizations scheduled to use a meeting room. During adverse weather conditions, the group should check with the library or local media for closing information.
- Failure to comply with this policy may result in denial of future use of the library meeting rooms, financial liability for damages, and/or immediate removal from the meeting room.
- Abuse to a meeting room, to the library building or to the contents of the library may result in the termination of the privilege to use the library's facilities. Matters of abuse may be defined as, but are not limited to:
 - Damage to the room, building or contents.
 - Failure to follow guidelines for providing security while in the building.
 - Failure to leave the room before closing time unless approval for after hours use was granted by the library director prior to scheduling meeting.
 - Failure to leave the room or building in a neat and clean condition.
 - Failure to comply with library close-out procedures at the end of the meeting or event.
 - Failure to notify the library of meeting time changes or cancellation.
 - Excessive noise or activity which disturbs other library patrons.
 - Failure to pay assessed library fees.
 - Failure to adhere to library policies.