

ASL Conference/Meeting Room Guidelines

Rooms are available by reservation for 900 West Capitol tenants and other State-affiliated organizations. Priority will be given for official Arkansas State Library (ASL) meetings. Requests from other entities requires approval from State Library Director. Rooms are available only during regular business hours (8 - 4:30, Monday - Friday), but must be vacated 15 minutes prior to scheduled time of closing. It is the responsibility of the meeting hosts to read and understand these guidelines.

Meeting rooms must be reserved in advance, by phone to (501) 682-1526 or by E-mail request to reservations@library.arkansas.gov. Any special assistance or arrangements must be requested at that time (including use of laptops, wireless internet access, teleconferencing capabilities, etc.) Conference calls should be arranged through AT&T or reserving agency's choice prior to event. ASL does not third- party bill any agency.

ASL reserves the right to change reservations according to estimated occupancy. If changes are necessary, ASL will provide as much notice as possible. ASL reserves the right to refuse use of the rooms to anyone at any time. Meetings must be conducted so as not to disturb staff working in or visitors using the library.

Groups that disturb library activities or library users will be denied future use of meeting rooms.

Room set-up and clean-up is the responsibility of the meeting hosts. Costs for any damages incurred during the use of the rooms will be the responsibility of the meeting hosts. The use of tape or adhesive paper (i.e. post-it notes) is not allowed on the painted walls or glass doors. Do not post signs on doors or walls. After the meeting, all tables and chairs should be returned to previous arrangement (unless other instructions were given). All debris should be disposed of properly. Meeting hosts must see ASL staff for review and check-out before they exit.

Food and Drinks:

Food and drinks must be SERVED in the Hospitality Area, located in the 2nd floor lobby area. Hotplates, sterna cooking fuel, and other products used to heat food are prohibited. Lunches must be boxed lunches; other refreshments should be individually wrapped (i.e., yogurt cups, granola bars, fresh fruit or individual fruit cups, etc.) Party trays or buffet pans are not allowed. Catered events require prior approval of the State Library Director. Private parties are prohibited (i.e. birthday parties, baby showers, etc.) All supplies must be provided by the reserving entity. Vending and ice machines are not available. Alcoholic beverages are not allowed.

NOTE: If food has been served, meeting hosts should see that trash is placed in the receptacles in the Hospitality Area in the 2nd floor lobby. If additional trash bags are needed, they should be requested from ASL administrative staff.

General Building Rules:

All visitors must enter the building through the public entrance on Capitol Avenue. The building is smoke-free and therefore smoking is not permitted anywhere inside the building. The covered area adjacent to the west entrance is the designated smoking area for the building. Exterior building doors shall NOT be propped open at any time.

The building at 900 West Capitol is a 'green' building and has received a Gold Level rating for Leadership in Energy and Environmental Design (LEED). Thermostat settings are controlled by ABA. Meeting participants should be encouraged to bring a sweater or jacket for their individual comfort.

Parking:

With the exception of 3 visitor and 2 handicapped designated parking spaces, all numbered spaces are RESERVED for employees in the building and are not available for guest parking. Street parking is available on Iazard Street and Capitol Avenue adjacent to the building with a two-hour parking limit.

Additional metered parking is available within adjacent blocks. Best Park has a lot on the corner of State Street and Capitol Avenue (1 block east of the building) with all day parking for \$2.25. Parking lots located across Iazard and Capitol are privately owned and arrangements for use by visitors or meeting participants are the responsibility of meeting hosts.

Follow-up:

ASL may contact meeting hosts via email to collect statistical information on use of the room and gather additional comments which can help the State Library in their efforts to offer meeting rooms that provide a pleasant meeting experience.

Revised: June 1, 2018