

## ASL Conference/Meeting Room Guidelines

Rooms are available by reservation only 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 require approval from State Librarian. Rooms are available only during regular business hours: 8 a.m. - 4:30 p.m. Monday through Friday.

E-mail requests to [reservations@library.arkansas.gov](mailto:reservations@library.arkansas.gov). ASL staff will respond to the request within one business day and seek additional information on the meeting. 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 World Class Conferencing or reserving agency's choice prior to event. ASL does not third-party bill any agency.

ASL reserves the right to change reservations for meeting rooms 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. Room set-up and clean-up is the responsibility of the meeting hosts who made the reservations. Costs for any damages incurred during the use of the rooms will be the responsibility of the meeting hosts. After the meeting the tables and chairs should be returned to previous arrangement (classroom setting).

### 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, 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 approval of the State Library Director. All supplies must be provided by the reserving entity. Vending and ice machines are not available. Alcoholic beverages are not allowed.

### 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. All smokers will be required to use the designated smoking area outside and adhere to posted smoking rules. Exterior building doors shall NOT be propped open at any time.

### 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 IZARD 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 IZARD and Capitol is privately owned and arrangements for use by visitors or meeting participants are the responsibility of meeting hosts.

### Follow-up:

ASL will contact meeting hosts via email to collect statistical information on use of the room and additional comments.

Revised May 23, 2012