



801 N. Curtis Ave.
Pea Ridge, AR 72751
479-451-8442
prl@cityofpearidgear.gov
Mon-Thurs 9am-6pm, Friday 9am-5pm,
Sat 10am-2pm

Room Reservations

Study Room

The Pea Ridge Library offers a study room available on a first-come, first-serve basis. The room may also be reserved for those with a valid library card.

- Max fire code capacity = 17 (We require no more than 6 due to limited seating.)
- The room includes 6 chairs, a 5 ft. rectangular table, and Wi-Fi access.
- Only quiet activities permitted.
- There is no charge to use the study room.
- Reservations may be made a month in advance and will be cancelled if no one shows up 20 minutes after the requested time.
- The room may only be reserved for use during business hours.
- The person requesting the room must be at least 15 years of age to reserve.
- Food and drink are permitted but must be disposed of properly.
- The library reserves the right to charge a cleaning fee if rooms are not returned to their original condition after use.
- Library staff have the authority to determine inappropriate behavior and revoke the right to use.
- The library may be used for non-profit services.

Community Room

The Pea Ridge Library offers use of its community room space to community groups, non-profit organizations, and patrons with a valid library card. The purpose of the community room is to provide space for library programs and events, and to fulfill the library's role as a community center where the public can freely engage in educational, cultural, civic, intellectual, charitable or group events. (*Charges apply for reservations that are after library hours or require set-up.)

Policies for Community Room

- It is the policy of the Pea Ridge Library to provide room space to library patrons at least 18 years of age who possess a valid library card.
- Library sponsored programs and programs of organizations affiliated with the library will be given priority in reserving the community room with the City of Pea Ridge agencies following. Thereafter the following requests will be considered.
 - Community non-profit, civic organizations, or local churches may use the room no more than once a month at no cost. Non-profit organizations may be asked to show their 501(c) statement when scheduling.
 - Meetings, social events and family/group events such as: birthday parties, family reunions, holidays, or anniversary celebrations, etc. These types of events will incur a fee of \$50 for residents of Pea Ridge and \$75 for non-residents
- The room may be scheduled no more than 45 days in advance.
- The room is NOT available for:
 - Commercial purposes designed to promote the purchasing of products or services.

- Political rallies supporting or opposing any specific candidates.
- Only library sponsored or co-sponsored meetings or programs may involve the sale of items, admission fees, fundraising activities, or the solicitation of donations.
- Permission to use the community 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.
- Any group or organization wishing to use the community room must complete the Community Room Reservation Contract. The completion of said form is not confirmation until the requester receives approval from the library director or designated staff. A new application must be completed for each request.
- Library staff have the authority to determine inappropriate behavior and revoke the right of use.

Guidelines for Use

- Max fire code capacity = 50 (We require no more than 40 due to library equipment.)
- Tables: 10 (6'x2'x6") and 2 folding (5'x2'x3")
- 50 folding chairs
- Presentation tools include: 36" TV with HDMI hookup and Wi-Fi access.
- Mobile dry erase board
- Food and non-alcoholic refreshments are allowed.
- Room size is 23'x24.'
- Set-up fee applicable if desired

Community Room Fees

- The library reserves the right to charge a cleaning fee if rooms are not returned to their original condition after use.
- A reservation deposit of \$50, either check or cash, shall be required if the group or organization wishes to use the room after library hours.
- Groups or organizations who require the room set-up a certain way may request that it be done so by library staff for a fee of \$20.
- There is a \$50 fee for residents of Pea Ridge and a \$75 fee for non-residents to use the room.

Room Use

- After hours reservations may use the room no earlier than 6am and no later than 9pm.
- Groups using the meeting room are responsible for providing their own supplies such as notebook paper, pencils, etc.
- Unlawful, hazardous, or dangerous activities are prohibited on library property.
- No open flames of any kind are allowed; this includes, but it is not limited to: candles, lighters, or chafing dishes.
- **No signage/decorations may be affixed to walls, flooring, doors, or ceiling unless using Command strips for easy and safe removal.**
- No alcoholic beverages or tobacco products are permitted.
- The library reserves the right to cancel any meeting should conditions or situations warrant such action.
- When the library closes due to a power outage or weather-related emergency, all efforts will be made to notify the patrons/organizations scheduled to use the community room. During adverse weather conditions, the group should check the library or local media for closing information.
- Users are responsible for setting up and taking down tables and chairs. The room must be restored to its original condition after use.
- The person reserving the room will be the one held responsible for seeing that all food and drink items are disposed of and will be held liable for any damage to the room and its contents.
- People or groups who misrepresent their status to use the meeting room, or who disregard any of the rules set forth will forfeit their right to use the community room facilities.
- Failure to comply with this policy may result in denial of future use of the library community room, financial liability for damages and/or immediate removal from the community room.



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Community Room Reservation Contract

Date of the Reservation: _____ Predicted Attendance: _____

Purpose of the Meeting/Event: _____

Start Time: _____ End Time: _____ (Be sure to include set-up and clean up time)

Organization Description (please circle): Business Government Non-profit Club Other

Contact Person: _____ Library Card Number: _____

Organization Name: _____

Email: _____ Phone: _____

Will you be having beverages or food? If yes, please explain: _____

Is set up required? (\$20 fee) If yes, please explain: _____

PIN #: _____ Total Deposit: _____ Total Fee: _____

I hereby certify that I am at least 18 years of age and have and agreed to the community room policy and guidelines of use which constitute the entire agreement. If I am acting as an agent of any other person or entity, then I have the authority to act as such agent. I hereby acknowledge receipt of this contract. I understand that this reservation is not confirmed until this form is signed by the authorized agent in the organization and the deposit and any fees via check or cash are received. If the room is not left in the condition in which it is found, or materials are missing from the room, I agree to pay the cost of cleaning, repairs, or material replacement. I understand the Pea Ridge Library reserves the right to cancel this reservation at any time.

I agree to check-in at the front desk prior to the start of the event if the library is open. If possible, I will do so again immediately following the conclusion of the event and comply with all close-out procedures.

Signature _____

Date: _____

Director Signature _____

Date: _____

