



Alaska Resources Library & Information Services

Suite 111 Library Building, 3211 Providence Drive, Anchorage, AK 99508

(907) 27-ARLIS (272-7547) / (907) 786-7652 fax

http://www.arlis.org

Conference Room Application

Alaska Resources Library and Information Services (ARLIS)

Date of Application: _____ Date Room Requested: _____

Time required: From _____ to _____

Name of Group or Organization: _____

Individual Responsible: _____

Mailing Address: _____

City: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Description of Meeting Room Use: _____

_____ Number of Persons: _____

**I HEREBY AFFIRM THAT I HAVE READ AND WILL ABIDE BY THE RULES
OUTLINED IN THE ARLIS CONFERENCE ROOM. I ACCEPT RESPONSIBILITY
FOR DAMAGE OR LOSS OF LIBRARY EQUIPMENT AND FURNISHINGS.**

Signature: _____ Title: _____

Date: _____

Return form to:

Alaska Resources Library and Information Services

Suite 111, Library Building

3211 Providence Drive

Anchorage, Alaska 99508

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Terms for Use of the ARLIS Conference Room

November 2006

1. Scheduling use of the conference room: The conference room is intended for use by founding and contributing agencies; other groups will be accommodated if the purpose of the meeting reflects the mission of the founding and contributing agencies. ARLIS founding and contributing agencies will have first priority up to a calendar month before a meeting date. All other requests will be considered in the order in which they are received. Evening and weekend access, including access to rest rooms, may be accommodated after completing this application.
2. Capacity: The conference room will be made available for meetings of groups consisting of a maximum of 20 persons.
3. Conference room lights: Please note that the lights in the conference room cannot be turned off due to the lighting layout of the first floor of the library building. Therefore, the room cannot be darkened for projected presentations.
4. Reservation policy: Application for conference room reservation must be made during regular library hours, Monday through Friday, 8 a.m. to 5 p.m. Applicants must read these policies and complete the application form. Reservations will be confirmed only after the application form is completed.

Each group using the room must sign a statement accepting responsibility for damage or loss to library equipment and furnishings. The person who signs the statement is responsible for the conduct of the group.

5. Conditions of facility use:
 - The user must make arrangements for cleaning the conference room prior to the cessation of their meeting.
 - Nothing may be attached to the painted walls or ceiling tiles.
 - Meetings during library hours must respect noise levels appropriate to library requirements.
 - A small kitchen area is available in the conference room for preparing refreshments.
 - ARLIS is not responsible for lost or stolen items.
 - Alcoholic beverages and smoking are prohibited.
6. Checklist of closing procedure for all meetings:
 - The user will restore the facility to the conditions existing prior to use.
 - All electrical equipment must be turned off.
 - Keys borrowed for evening and weekend use must be returned to the ARLIS staff on the next business day.