

**GUIDELINES FOR PUBLIC USE OF
THE MCGEE CENTER
MEETING ROOMS**

**McGee Center 513-3586
Fax: 450-6189**

The policy for use of the meeting rooms:

It is the philosophy of the City of Conway Parks & Recreation Department to make the meeting spaces at our facilities as widely available as possible as a public service to our community. The meeting rooms are available for use by groups regardless of race, age, gender or nationality and on a first-come, first-serve basis. The meeting rooms however will not be available for parties, family reunions, exercise classes, dance classes, or anyone/group wanting to use the room to sell, endorse, advertise, promote, or solicit any product or service.

The City of Conway or Parks and Recreation activities will have priority over any other group. Regular Parks Department business must take precedence over all other activities and the use of the meeting rooms must not interfere with the operation of the Parks Department. Meetings which would interfere with the work of the Parks Department because of noise or other factors will not be permitted. The meetings should not require an admission fee and should not sell/endorse a service/product and should be open to the public. The meeting rooms cannot be monopolized. The Parks Department reserves the right to decide if someone is monopolizing the meeting rooms and can give another group the meeting room instead.

Procedure for reserving meeting rooms:

Application: An application must be submitted before a date will be scheduled on the calendar. The application may be filled out at the McGee Center or you may email Brenda Autry at brenda.autry@cityofconway.org and request one to be emailed to you. The Parks and Recreation staff will promptly confirm the meeting date.

Use of the facilities: Groups will need to be responsible for setting up (moving chairs and setting up tables) and clean up after the meeting. Do not tack or tape any materials to the walls, doors, or floor.

Food/Drinks: Food and drinks may be served at meetings but must be restricted to the meeting room. The group is responsible for food clean up.

Alcohol/Drugs and Tobacco: All City of Conway facilities are tobacco free and no alcoholic beverages or drugs are permitted on City property.

Closing up: The responsible representative should put away all table and chairs used in the meeting facility. Stack all chairs. The group promises that the facilities will be cleaned up and ready for the next group.

Not cleaning up after your event and returning tables and chairs to their proper place or damage to rooms may result in a fee to correct the damage (i.e. clean floors, paint wall, etc.) If stains/damages are present before the meeting the Parks Department staff should be notified to prevent wrongful charge.

**ANY DEVIATIONS FROM ANY OF THE ABOVE POLICIES MUST BE APPROVED BY THE
PARKS AND RECREATION DIRECTOR
APPLICATION FOR MEETING ROOM RESERVATION**

Submission of this form does not guarantee availability of a meeting room. A staff member will contact you with confirmation within one week of receipt of application. Please note that room assignments will be made by the Parks and Recreation Department considering the needs of all groups meeting concurrently.

Name: _____ Contact number: _____

Email address: _____

Name of Group: _____

Is your group Non-Profit? Yes or No

If yes, do you have Non-Profit documents? Yes or No

Which room? Large (capacity 173) _____ OR Small (capacity 22) _____

Requested use date/dates: _____

Meeting start time: _____ (including set-up time)

Meeting end time: _____ (including clean-up time)

Nature of meeting: _____

I have received a copy of the Guidelines for Public Use of Meeting Rooms. By signing this reservation form, I agree to abide by stated guidelines and policies. Also, I understand no admission can be charged nor any product or service be sold, advertised, or promoted for profit in the room. And, I agree to return all tables and chairs to their pre-existing places along with cleaning up the room at the conclusion of my event.

Please alert the Parks Department as soon as possible if your meeting is cancelled.

Signed: _____ Date: _____

Print name: _____