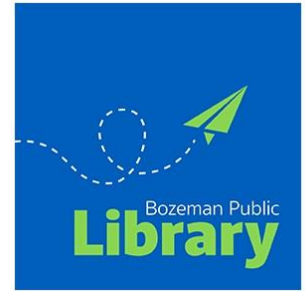


Bozeman Public Library

626 East Main, Bozeman, MT • www.bozemanlibrary.org • 582-2427 • FAX 406-582-2424



Guidelines for Co-Sponsored programs:

1. Groups must be not-for-profit.
2. Events must be informational, educational, recreational, cultural, or civic in nature.
3. A staff person must be assigned as a liaison for the group.
4. Co-sponsored groups are encouraged to give back to the Library in some way, either by offering a free class/workshop to the public, or by donating money, goods, or other services.
5. All events must be **free and open to the public.**
6. Groups are responsible for setting up and putting away chairs and tables and leaving the meeting rooms tidy.
7. Groups must give the Library at least one week's notice before cancelling any scheduled dates.
8. The groups are responsible for marketing their programs and for getting information to their Library liaison in order to be included in the Library newsletter. Marketing done by the groups should include Bozeman Public Library as the co-sponsor and include the library's logo on flyers and posters.
9. The contact person for each group must have a valid Library Card.
10. The groups must submit accurate attendance numbers to Library liaison or Information Desk after each program.
11. Co-sponsored groups will be evaluated at the end of each year. New proposals are accepted at any time. Existing groups must submit a new proposal annually.
12. The Library reserves the right to deny access to meeting rooms for groups in violation of the meeting room policy.

PROPOSAL:

Group Name _____

Contact Person _____

Library Card # _____

Phone _____

Email _____

Mailing Address _____

Website address, social media information: _____

Description of Program _____

Expected Attendance _____

Meeting Schedule/Frequency _____

How can your organization partner with the Library in exchange for Sponsorship?

Examples: Teach a free workshop or class, Volunteer to clean the library/grounds etc., Purchase additional materials for the library, Sponsor another program

Signature _____ Date _____

STAFF USE ONLY: Staff Liaison _____

Meeting Room _____

Meeting Room Bookings Confirmed? YES or NO

Sponsorship Expiration Date _____