

Confirmation for Use of Library Meeting Rooms

Please call (406)582-2427 to reserve a meeting room before filling out this form.

Bozeman Public Library, 626 East Main, Bozeman, MT www.bozemanlibrary.org

FAX 406-582-2424 • TTY phone 406-582-2432



_____ Small conference room (capacity 36*)

_____ Large community room (capacity 100*)

*does not include tables

Date of meeting: _____ Start Time: _____ End Time: _____

Name of group: _____

Name of person applying: _____ Library card # _____

Position/title in group: _____ E-mail _____

Phone: (Business) _____ (Home) _____

Title of Meeting (*will be posted on the door*): _____

Purpose of meeting: _____

Expected attendance: _____ LIBRARY STAFF INITIALS _____

Equipment needed: (Please check) *Staff time for assistance is limited.*

___ LCD projector _____ TV/DVD/VCR _____ Coffee Pot/water heater

___ Conference Phone _____ Laptop _____ Piano (Large Rm)

___ Internet/Wi-Fi _____ Speakers (Small Rm) _____ Sound System (Large Rm)*

*Wireless assistive listening devices are available upon request

Will refreshments be served? Yes No what type? _____
(*Alcohol is prohibited. Group is responsible for setting up and cleaning up. A vacuum cleaner is available.*)

PLEASE READ:

I have read and agree to comply by the Library Meeting Room Policy. I understand that it is my responsibility to set up and put away all tables and chairs. If Library personnel find the room has NOT been left in satisfactory condition, I must pay for actual damages incurred and my ability to use the meeting rooms in the future will be jeopardized. I understand and agree that the information provided above will be posted on the meeting room doors and made available for informational purposes upon request from the public.

SIGNATURE _____ DATE _____

SIGNATURE OF SUPERVISING ADULT (if under 18) _____

Please let the Library know as soon as possible if you cancel the meeting so the room can be available for others; call the Information Desk at (406)582-2427. Security walkthroughs are performed at 9:15. Groups must be out of the building by that time. Reminder: **Groups or individuals using the meeting room may not use the Library logo or imply that the event or program is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.**

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