

Bozeman Public Library Meeting Room Guidelines

The Bozeman Public Library shares the vision of the nation's founders that liberty and learning are inseparable and that a democratic people must have free, open, and equal access to information.

In keeping with this vision statement, the Bozeman Public Library provides meeting room space for Library-sponsored and co-sponsored programs. When not being used by the Library, the rooms are available free of charge for public meetings and programs of an informational, educational, recreational, cultural or civic nature Monday – Thursday from 8am-9pm, Friday from 8am-9pm, Saturday from 8:15am-9pm, and Sunday from 1pm-9pm. Meeting rooms are not available on holidays.

Room reservations are made with the following in mind:

- No business promotion, selling, solicitation or taking of orders may occur within the meeting rooms. This includes fundraising and donations with the exception of fundraising events sponsored by the Bozeman Public Library Foundation or the Friends of the Library, the proceeds of which will go to the direct benefit of the Library.
- Groups may only have **two** meetings scheduled at a time. Rooms may not be reserved on an ongoing weekly or monthly basis. The only exceptions are that governmental agencies may schedule a meeting room on a continuing basis only during those periods when Library events are not scheduled, or if the Library co-sponsors an event. For information on co-sponsorship, please contact the Information Desk.
- Charges are permitted in the form of a reasonable tuition fee for workshops and seminars to cover learning materials or course credits, but the program must be open for observation to members of the public who don't pay fees.
- Meetings are booked no more than 6 months in advance, with the exception of Library, Library Co-sponsored, and Foundation events.
- The contact person for each group **must** have a valid Library Card in good standing in order to reserve a meeting room.
- Meetings must comply with City, State, and Federal Laws.
- If the meeting is to start after the library closes, at least one representative from the group must be present prior to the library closing (Monday – Thursday at 8pm, Friday at 6, Saturday and Sunday at 5).

The Library reserves the right to make schedule adjustments according to the following priorities:

1. Library sponsored and co-sponsored programs, including Library Foundation programs and events.
2. Local government meetings/programs.
3. Programs of an educational, cultural, or civic nature prepared for the public.
4. Workshops/seminars taught through non-profit educational institutions.
5. Business/organizational meetings of non-profit organizations.
6. For-profit, private and recreational meetings/programs.

Reservations for the meeting rooms are made in advance through the Information Desk at (406) 582-2427 or in person.

*The event must be confirmed within **seven** days or less of making the reservation by completing the Meeting Room Confirmation Form or the event will be cancelled.* The Form is available on the Library's website www.bozemanlibrary.org or at the Information Desk.

The following guidelines are applied to the use of the meeting rooms:

- Children under the age of seven are **not** to be left unattended in the Library while parents attend meetings.
- Smoking is **not** permitted.
- Alcohol is **not** permitted. Light refreshments may be served. **Exception:** Events sponsored by the Library Foundation or Friends of the Library which take place after the Library has closed may offer alcohol provided the proper permits and regulations are in order
- Individual groups are responsible for setting up and putting away any and all chairs and tables used.
- Each group is responsible for picking up refuse and for leaving the rooms tidy.
- Groups will be charged for damage to room, equipment, or furnishings beyond reasonable wear and tear.
- Anyone under the age of 18 must have an adult co-sign the application and adult supervision must be provided during meeting room use.

Storage for the property of organizations or individuals meeting in the room is not provided. The Library is **not** responsible for materials lost or damaged. A courtesy phone and restrooms are available in the lobby.

Please call at least **three** days in advance to cancel a reservation. If a group does not show up for a scheduled reservation or does not restore the room to a clean and orderly state, the Library reserves the right to with-hold meeting room privileges for up to three months, and/or charge the group for the cost of repairs.

Use of the meeting room does not imply endorsement, support, or co-sponsorship by the Bozeman Public Library of the activities that take place in the meeting room or of the beliefs of the groups using the meeting room. Groups or individuals using the meeting room may not use the Library logo or in any way imply that the event or program is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.

Staff Revision April 2013