

**Bozeman Public Library**

626 East Main, Bozeman, MT • [www.bozemanlibrary.org](http://www.bozemanlibrary.org) • 582-2427 • FAX 406-582-2424



**Guidelines for Co-Sponsored programs:**

1. Co-sponsored groups/individuals 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/individuals 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. Co-sponsored groups/individuals are responsible for setting up and putting away chairs and tables and leaving the rooms tidy.
7. Co-sponsored groups/individuals must give the Library at least one week’s notice before cancelling any scheduled dates.
8. Co-sponsored groups/individuals are responsible for marketing their programs and for getting information to their Library liaison. Marketing done by the groups should include Bozeman Public Library as the co-sponsor.
9. The contact person for each group must have a valid Library Card.
10. Co-sponsored groups/individuals must submit accurate attendance numbers to Library liaison after each program.
11. Co-sponsorships will be evaluated for renewal.
12. Newly submitted proposals will be reviewed regularly.
13. The Library reserves the right to deny access to meeting rooms for groups in violation of the meeting room policy.

Proposal:

**Group/Individual Name** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Library Card #** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Website address, social media information:** \_\_\_\_\_

**Description of Program** \_\_\_\_\_

**Expected Attendance** \_\_\_\_\_

**Meeting Schedule/Frequency** \_\_\_\_\_

**How can you 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** \_\_\_\_\_

**For Staff Use Only: Staff Liaison** \_\_\_\_\_

**Meeting Room** \_\_\_\_\_

**Meeting Room Bookings Confirmed: YES or NO**

**Sponsorship Expiration Date** \_\_\_\_\_