

# Library Meeting Space Use Policy

## General Information

Bozeman Public Library provides meeting space for meetings and programs of an informational, educational, cultural, or civic nature. No selling, solicitation or taking of orders may occur within the meeting spaces with the exception of tutoring. This includes fundraising and donations with the exception of events sponsored by the Library.

Public meeting space is available on days the Library is open for regular business. All meetings must be free of charge and open to the public. Any Group or individuals booking any portion of the Library or Library grounds for meetings or programs will be responsible for following applicable City of Bozeman ordinances and the Library Behavior Policy. Alcohol is not permitted, with the exception being for events sponsored by the Bozeman Public Library Foundation or the Friends of the Bozeman Public Library.

Each group is responsible for leaving the Library premises tidy. Failure to meet this requirement may result in loss of future reservation privileges.

Library programs/events and city, state, and federal government meetings/programs take priority over non-Library bookings. The Library has the right to make schedule adjustments for Library or government use, but advance reservations will not be cancelled without prior notification.

## Appeals

Failure to follow this policy may result in loss of future reservation privileges. If the room, furniture or equipment is damaged or if cleaning service beyond normal vacuuming and trash removal is required, the group will be liable for damages/cost.

In the case of any questions, exceptions, or disputes, regarding the use of Library rooms/ground space, the Library Director will be the final authority.

## Large Community Room and Small Conference Room

Meeting room space will be booked up to 3 months in advance. A group or individual may have two (2) events booked at a time. Within 7 days of the booking, a reservation form must be completed. Cancellations must be made at least 3 days in advance. Reserving a room and not showing up to use it without cancelling the reservation may result in restriction on future reservations. Reservation information is a public record and subject to public notice. *Charges are permitted in the form of a reasonable tuition fee, but the meeting must be open for free observations to member of the public.* The contact person must have a Bozeman Public Library card.

## Outdoor Areas: Front Plaza, South Lawn, East Lawn

Outdoor areas must be reserved prior to use and can be booked up to 3 months in advance. A group or individual may have one (1) outdoor event booked at a time. Within 7 days of the booking, a reservation form must be completed. Cancellations must be made at least 3 days in advance. Reserving a space and not showing up to use it without cancelling the reservation may

result in restriction on future reservations. Reservation information is a public record and subject to public notice. The contact person must have a Library card.

### **Second Floor Study Rooms**

Individuals and small groups may use these rooms at no charge. The study rooms can be reserved up to one week in advance. Study Room 3 may be reserved for one hour and Study Room 4 may be reserved for two hours. If the room is vacated for any reason during that time, it will be assumed to be available for others to use. If no one is waiting, additional time is allowed.

### **Children's Study Rooms**

Children's Study Room #1 and #2 are available on a first come first served basis up to one hour. If no one is waiting, additional time is allowed. Preference is given for students to work with family members, other students, parents, or tutors.

### **Teen Study Room**

The Teen Study Room is reserved first for teens ages 13-19 on a first come first served basis up to one hour. If no one is waiting, additional time is allowed. If no teens are using the room, exceptions are allowed as long as the user understands that teens have priority.

### **Computer Classroom**

The Computer Classroom is intended for Library-sponsored, Library-related, or City or County educational use. This use includes staff and patron training, as well as other Library-related training. When not scheduled for this purpose, organizations may reserve the Classroom provided their session is free and open to the public.

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