

Bozeman Public Library Meeting Room Policy

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 for public meetings and programs of an informational, educational, recreational, cultural or civic nature Monday – Friday after 8 a.m., Saturday after 8:15 a.m., and Sunday after 1 p.m. (September – May). Meeting rooms are not available on holidays.

Room reservations are made with the following in mind:

- No selling, solicitation or taking of orders may occur within the meeting rooms. This includes fundraising and donations.
- Only one reservation may be made at a time. Rooms may not be reserved on a 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.
- Charges are permitted in the form of a reasonable tuition fee for workshops and seminars.

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

1. Library sponsored and co-sponsored programs.
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.* 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.
- Arranging and replacing chairs and tables is the responsibility of the individual groups.
- Each group is responsible for picking up refuse and for leaving the rooms tidy.
- If an event ends after the Library's regular business hours, the group is responsible for making certain the meeting rooms and restrooms are empty and that the outer doors are secured upon leaving as the staff locks the lobby doors at the end of business hours.
- Groups will be charged for damage to room, equipment, or furnishings beyond reasonable wear and tear.

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 pay 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 at least one month.

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 imply that the event or program is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.