Confirmation for Use of Library Meeting Rooms

*Please call 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

_____ Small conference room (capacity 36*)
_____ Large community room (capacity 100*)  

*does not include tables

Date of meeting: ____________________________  Time of meeting ____________________

Name of group: ____________________________________________________________________

Name of person applying: ____________________________________________________________

Position/title in group: ______________________________________________________________

Mailing address: ___________________________________________  E-mail ____________________

Phone: (Business) __________________________ (Home) _______________________________

Purpose of meeting: __________________________________________________________________

Expected attendance: __________________________  LIBRARY STAFF INITIALS _____________

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

___ Overhead projector   ___ DVD player   ___ VCR player

___ Conference phone   ___ Slide projector   ___ Microphone

___ LCD projector (large room only)   ___ Internet access   ___ Television

___ Coffee pot and hot water

Will refreshments be served?  Yes  No  What type? _______________________________

(Group is responsible for setting up and cleaning up. A vacuum cleaner is available.)

**PLEASE READ:**

I agree to return the meeting room to a clean and orderly condition (including putting away chairs in large community room) at the end of the activity and to pay the cost for repair of any damages to the facilities. The Bozeman Public Library will NOT be responsible for any materials or equipment left in the building. If staff or maintenance personnel find the room has NOT been left in satisfactory condition, a minimum charge of $25.00 will be levied or group must pay for actual damages incurred. The group’s ability to use the meeting rooms in the future will be jeopardized. 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 582-2427. Reminder: **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.**

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 ____________________
MEETING ROOM POLICY

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 established not-for-profit groups. The rooms are available for meetings and programs of informational, educational, cultural or civic nature. No religious worship services are allowed.

No selling, solicitation or taking of orders may occur within the meeting rooms. Charges are permitted in the form of a tuition fee for workshops and seminars. Only one reservation may be made at a time; rooms may not be reserved on a weekly or monthly basis. The only exception is that governmental agencies may schedule a meeting room on a continuing basis only during those periods when Library events are not scheduled.

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.

Reservations for the meeting rooms are made in advance through the Information Desk. Confirmation must be made in advance by completing the Meeting Room Application.

- Children 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, for leaving the rooms tidy, and for being certain the outer doors are locked upon leaving. 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.

*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.*

Rooms are available 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.

Revised Dec. 2007