

# Confirmation for Use of Library Meeting Spaces

**Please call (406)582-2427 to reserve a meeting space before filling out this form.**

Bozeman Public Library, 626 East Main, Bozeman, MT [www.bozemanlibrary.org](http://www.bozemanlibrary.org)

FAX 406-582-2424 • TTY phone 406-582-2432



\_\_\_\_\_ Small Conference Room (capacity 36\*)  
\*does not include tables

\_\_\_\_\_ Outdoor Area: Front Plaza

\_\_\_\_\_ Large Community Room (capacity 100\*)  
\*does not include tables

\_\_\_\_\_ Outdoor Area: East Lawn

\_\_\_\_\_ Outdoor Area: South Lawn

Date of meeting: \_\_\_\_\_

Library Staff Initials \_\_\_\_\_

Room Reservation: Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Actual Meeting: Start Time \_\_\_\_\_ End Time: \_\_\_\_\_

Name of group: \_\_\_\_\_

Title of meeting (*will be posted on the door*): \_\_\_\_\_

Name of person applying: \_\_\_\_\_

Library card # \_\_\_\_\_ E-mail \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_ Expected attendance: \_\_\_\_\_

*(Business promotion is prohibited. Please refrain from selling items, taking orders, & collecting donations.)*

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

\_\_\_ LCD Projector

\_\_\_ TV/DVD

\_\_\_ Coffee Pot/Water Heater

\_\_\_ Conference Phone

\_\_\_ Laptop

\_\_\_ Piano (Large Room)

\_\_\_ Internet/Wi-Fi

\_\_\_ Speakers (Small Room)

\_\_\_ Sound System (Large Room)

\_\_\_ Wireless Assistive Listening Devices (Large Room)

\_\_\_ Microphone (Large Room)

Will refreshments be served? Yes No what type? \_\_\_\_\_

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

## **PLEASE READ:**

I have read and agree to comply by the Library Meeting Space Use Policy. I understand that it is my responsibility to set up and put away all tables and chairs in the Large Community room and to leave other meeting spaces as found. 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. I understand and agree that the information provided above will be posted on the meeting room doors and be made available for informational purposes upon request from the public.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF SUPERVISING ADULT (if under 18) \_\_\_\_\_

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 (406)582-2427. Groups must be out of the building by the Library's closing time. Reminder: **Groups or individuals using the meeting spaces may not use the Library logo or imply that the event is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.** **Revised October 2019**