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

_____ Small Conference Room (capacity 36*)  _____ Outdoor Area: Front Plaza
  *does not include tables

_____ Large Community Room (capacity 100*)  _____ Outdoor Area: East Lawn
  *does not include tables

_____ 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