

BITTERROOT PUBLIC LIBRARY
COMMUNITY PROGRAM ROOM -- PROCEDURES AND RESPONSIBILITIES

The Community Program Room is available to the public on an equitable basis. In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to meeting rooms, the library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors.

To reserve the room:

- Reservations are taken on a first-come, first-served basis by phone, the library's website, or in person.
- Reservations may be made up to 30 days in advance. Library programs have precedence. To ensure the public has the opportunity to use the meeting room, groups and individuals may not use the meeting room for more than a total of five hours in one week. Use must conclude by 10 p.m. Exceptions may be made by the director or director's designee for educational programs or other special circumstances
- West door key may be picked up during open hours in the library no more than 24 hours prior to using the room. The key may be picked up more than 24 hours prior to using the room if the library is closed in the 24 hours preceding the meeting. The *responsible person* will sign this agreement to adhere to stated procedures and responsibilities. Please notify the library at least 24 hours before a meeting if it must be canceled.
- The key is left in the key return box *immediately* after the meeting.

Basic use responsibilities:

- The room is open to the public at all times.
- All publicity displayed or published related to meetings must clearly identify the sponsoring group and not imply sponsorship by the library. The name and address of the library may be listed as the location of the meeting room, i.e. Bitterroot Public Library, meeting room, 306 State Street, Hamilton, MT.
- Maximum occupancy is 49.
- Persons under the age of 18 must be accompanied by an adult.
- After the meeting:
 - Outside door and windows will be closed and locked
 - Carpet vacuumed, tabletops and kitchen will be left clean
 - Personal items will not be left in the library
 - Chairs and tables will be stacked
- Fees will be charged to the *responsible person* and/or future use may be denied when:
 - Key is not returned
 - Equipment, furnishings or facility is damaged
 - Losses are incurred as a result of leaving the building unlocked.
- For non-emergencies when the library is closed, including locking yourself out, please call 406-363-3033 so city dispatch can contact an on-call staff member. In case of emergencies, call 911.

Things to know:

- Alcoholic beverages may not be served or consumed on library property, except at special events hosted by the BPL Foundation, Friends of the Library, or library supporting organizations or associations and approved in advance.
- Use of the meeting room must comply with all local, state and federal laws.
- Charges are permitted in the form of a tuition fee for workshops and seminars to cover learning materials or course credits, but the program must be open for observation by members of the

public who don't pay fees. Registration fees for non-profit groups may also be collected. Selling of goods or services is not permitted under any other circumstances.

Exception: Presenters, authors or other persons conducting programs sponsored by the Library, Library Foundation, or Friends of the Library may make materials available for purchase.

- Meeting room users may use the public grounds (i.e. lawn and gazebo) but these cannot specifically be reserved.

Responsible Person: _____
Print name # of people expected

Signature Phone Date

Purpose/Organization: _____

Staff Procedure: Key # _____ Key out (initial and date) _____ Key in (initial and date) _____

Confirm identity of responsible person by verifying as library cardholder or viewing photo ID if no library card

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