

**JANE B. HOLMES PUBLIC LIBRARY  
POLICIES FOR USE OF MEETING ROOM**

- 1) The meeting room is available for use by groups and organizations gathering for civic, cultural, educational or community welfare programs. Meeting space is not available for commercial purposes, or any other activity that interferes with normal functions of the library.
- 2) All meetings must be free & open to the public.
- 3) Admission fees may not be charged for entrance to a meeting or program, nor any funds collected. The only exception is in the case of fundraisers or registration fees related to institutes, workshops, etc. sponsored by or held in cooperation with the library.
- 4) The meeting room may be reserved no more than two (2), non-consecutive times per month. Example: a group may reserve the meeting room on the 1<sup>st</sup> & 3<sup>rd</sup> Mondays, but cannot reserve it every Monday or for the 5<sup>th</sup> Monday (if applicable). Please note, library or City of Helena services will take precedence over all other activities. And, no activities/meetings shall interfere with the regular operation of the library. Reservations for use of the meeting room must be made one (1) week in advance. Exceptions may be made at the discretion of the library director. The room may be used when the library is not open if a group member has procured the meeting room key. All meetings must be completed before 10:00 p.m. The key must be returned by the next day.
- 5) Helena Public Library's name or address may not be used as the official address or headquarters of an organization using the library.
- 6) The group will be responsible for the discipline of participants and reasonable care of the room and furnishings and will pay for any damage. Organizations assume responsibility for any property they may bring to the library for use in connection with a meeting, all of which must be removed from the library at the end of the meeting for which they are used.
- 7) Youth groups (under the age of 18) may use the meeting room provided they are supervised by adequate numbers of adult sponsors.
- 8) Requests for meeting room furniture, audio-visual equipment, etc. must be made 24-hours prior to the meeting. Please note, items may not be available if in use by library or city staff. The hallway bathrooms & kitchen is available for use. Groups may use the library's microwave, refrigerator, coffee maker and metal flatware. Any kitchen equipment used must be cleaned and returned to its proper place. The meeting room must be left in the same condition as found at the beginning of the meeting. The library reserves the right to charge a fee if special janitorial services are required. Please note, any library staff's personal and library's disposable items are prohibited from use by group participants.
- 9) Meeting room users will comply with all health, firearm and fire safety regulations. Presently, no group may exceed sixty-five (65) in number.
- 10) The library reserves the right to cancel the use of its meeting facility for any organization by written or verbal notification, if a group violates these regulations or misrepresents the purpose of a meeting.
- 11) The fact that the library has considered and authorized the use of the meeting facility does not constitute endorsement by the library of points of view expressed by any group, organization or program participant.
- 12) The use of the meeting room is separate from the use of the library and library materials. Those using the meeting room should stay with their group in the meeting room. If the library is open during a meeting, those who would like can use the library and materials before or after their meeting. Children must stay in the meeting room with adults at all time.

**JANE B. HOLMES PUBLIC LIBRARY APPLICATION**  
**for use of the**  
**MEETING ROOM**

Date of Application\_\_\_\_\_

Name of Organization \_\_\_\_\_

\_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Requested \_\_\_\_\_

Time: From\_\_\_\_\_ To\_\_\_\_\_

Will refreshments be served?    Yes\_\_\_\_\_No\_\_\_\_\_

(If yes, group is responsible for set-up and clean-up.  
You provide your own cups, napkins, cream, sugar, etc.  
The Library has a refrigerator for your use. The Library has a small  
Coffee pot that can be used.)

The undersigned, on behalf of the above organization, has read and agrees to comply with policy and procedures governing the public use of the library conference room. The applicant also accepts full responsibility for any damage to facility or equipment, and agrees to confine the organization's activities to the assigned room. Children must remain in conference room with parents at all time.

\_\_\_\_\_  
Signature of Applicant

Print Name\_\_\_\_\_

\_\_\_\_\_  
Signature of Adult Sponsor (for groups under age 18)

Home Phone:\_\_\_\_\_

Work Phone:\_\_\_\_\_

Please stop by the Library on your way to/from your meeting and check a book out to take home and read.