

Appendix A

Montana State Library Conference Room Reservation

Please complete this form and return to [Genevieve Lighthiser](#), MSL, by email or fax (444-0266)

Conference Room

☐ Bitterroot

☐ Grizzly

☐ Sapphire

NOTE: unavailable before 8:30am or after 4:30pm

Capacity: 6

Capacity: 43

Capacity: 6

Date for which reservation is made:

Hours:

Agency/Organization

Person making reservation

Phone:

Email:

Signature of Responsible Person

By signing this form, the responsible person acknowledges he/she has read and understands the Montana State Library Conference Room Use Policy as approved on October 9, 2018, and the Conference Room Use Guideline.

The meeting organizer should review the conference room use guidelines with meeting attendees at the beginning of the meeting and read the safety briefing for the proper Conference Room (Appendix B). MSL expects the meeting organizer to ensure that attendees adhere to the policy and guidelines.