

# Montana State Library Commission Policy

## Conference Room Use Policy

**This policy applies to the general use of the Montana State Library Grizzly, Bitterroot, and Sapphire conference rooms.**

The Montana State Library (Library) provides conference room space for Library sponsored and co-sponsored programs. When not being used by the Library, the rooms are available for established not-for-profit groups including but not limited to Montana Libraries, library organizations, Geographic Information System organizations, and other state agencies and state employees on work-related business.

### **PRIORITY OF USE**

#### **Priority 1**

Meetings or training provided or facilitated by the Divisions or Programs of the Library. Every effort will be made to schedule these events at least one month in advance.

#### **Priority 2**

Meetings or training provided or facilitated by outside parties including but not limited to Montana Libraries, library organizations, Geographic Information System organizations, and other state agencies and state employees on work-related business. Conference rooms will be available for scheduling no more than one month prior to the event.

### **HOURS OF AVAILABILITY**

The Mazurek Building is open to the public from 8:00 a.m. to 5:00 p.m. week days. To allow adequate time for set up and cleanup during open hours, events may be scheduled from 8:30 a.m. to 4:30 p.m. Monday through Friday. The conference rooms are not available on State Holidays as defined in MCA 1-1-216.

Events are required to end as scheduled unless the organizer confirms that the room is available.

### **ALLOWABLE ACTIVITIES**

The rooms are available for meetings and programs of informational, educational, cultural or civic nature. Charges are permitted in the form of a tuition fee for workshops and seminars.

Conference room use will be authorized by the State Librarian or his/her designee.

Conference room users shall follow the Conference Room Use Guidelines. Users shall ensure that the conference room is returned to the default conference room setup upon leaving the conference room.

### **PROHIBITED ACTIVITIES**

- Activities that exceed the capacity of the conference rooms.
- Selling, solicitation or taking of orders
- Activities that could be harmful or dangerous to the health and safety of presenters, participants, attendees, library patrons and staff;
- Activities that might cause harm to the building and/or its contents;
- Activities that could be harmful to minors, if minors are allowed to participate;
- Obscene activities as decided by a court of law;
- Disorderly behaviors or noise levels that could be disruptive to the mission of the library;
- Illegal activities;

- Activities that for any reason may interfere with the regular operation of the library;
- Activities that require too much space or too much security beyond the ability of the library to provide such space or security.

Use of the meeting room does not imply endorsement, support, or co-sponsorship by the Montana State Library of the activities that take place in the conference rooms or of the beliefs of the groups using the rooms. Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.

### **SCHEDULING COMPUTER EQUIPMENT (Grizzly Conference Room only)**

Use of the desktop lab and/or laptop lab must be requested at least one day in advance.

See Conference Room Use Guidelines for additional information on equipment use.

### **LIABILITY**

Organizations holding meetings or trainings assume responsibility for any damage to the conference rooms and/or their contents.

The Montana State Library will not be responsible for any materials or equipment left in the building.