

Appendix A

Montana State Library Conference Room Reservation

Please complete this form and return to [Carol Churchill](#) or [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:

Desktop Lab required (Grizzly Room Only) Yes No _____

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 that attendees adhere to the policy and guidelines.