

## MEETING SPACE USE POLICY

### PURPOSE

The Bozeman Public Library Board of Trustees (“the Board”) has adopted the following Meeting Space Use Policy, which outlines allowed use of meeting spaces for non-Library events and programs. The primary purpose of the Bozeman Public Library (Library) meeting rooms is to provide space for Library activities and functions that further the Library’s mission. When meeting spaces are not in use by the Library, they may be available for local government agencies, businesses, community groups, and non-profit organizations as a service to the public.

**Mission:** The Library creates opportunities that inspire curiosity, exploration, and connection.

**Vision:** The Library is the community cultural center that connects all Bozeman citizens to their neighbors and the world.

The Library supports the principles of intellectual freedom and the individual’s right to have access to ideas, information, and perspectives representing multiple points of view.

The Board has also adopted the following statements from the American Library Association, which are attached and constitute a formal part of this policy:

- [LIBRARY BILL OF RIGHTS](#)
- [MEETING ROOMS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS](#)

### ROOMS AVAILABLE

Three types of meeting space are available for the public to reserve at the Library: Meeting Rooms, Conference Rooms, and Study Rooms. Each of these rooms has specific booking rules and procedures.

Meeting Rooms include the Community Room (maximum capacity: 183 without tables and chairs), the Cottonwood Room (maximum capacity: 20), and the Front Plaza (exterior space; maximum capacity not applicable).

Conference Rooms include the Ponderosa Room (maximum capacity: 8), and the Aspen Room (maximum capacity: 6).

Study Rooms include the Bitterroot Room, the Buttercup Room (maximum capacity: 4) and the Open Door (maximum capacity: 6).

### ELIGIBILITY

Library meeting and conference rooms may be reserved by any active Bozeman Public Library cardholder, 18 years of age or older, during open hours. Study rooms do not require the user to have an active Library card.

Meeting and conference rooms are available to local government agencies, businesses, community groups,

and non-profit organizations for the presentation and exchange of information and opinions on subjects of interest to the Bozeman community. This includes organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities. Conference and study rooms are available for individuals.

Meeting spaces are available free of charge on an equitable basis, regardless of the beliefs of the groups or individuals requesting their use. Permission to use Library meeting spaces does not constitute in any way an endorsement by the Library of an organization or its activities, or the viewpoints expressed by the participants in any meeting.

### APPROPRIATE LIBRARY USE

Groups seeking to use the Library's meeting space must comply with the Library's procedures and policies, including the [Behavior Policy](#). Individuals and groups using the Library are to conduct themselves in an appropriate manner in keeping with the Library's vision and mission. We expect everyone to treat all people and property with respect. The Library reserves the right to determine whether any person is in violation of this policy and to require that person to leave the Library. Serious or repeated misconduct may lead to restrictions, including loss of Library privileges for a period determined by Library staff, and/or to appropriate legal action. The Library reserves the right to decline meeting room requests that do not align with its policies.

### ADDITIONAL RULES AND REGULATIONS

1. Library meeting rooms are intended for use by groups and not for individual use. Individuals may reserve a study or conference room for individual use. Any person reserving a meeting or conference room on behalf of a group must have their own active Bozeman Public Library card. Study rooms do not require an active Library card.
2. Any individual or group that reserves the use of a meeting room assumes legal responsibility for all related event activities in the Library room reserved. An individual must complete the application and agreement and must ensure compliance with all rules and regulations described in this policy. Any individual or group that violates this policy may be excluded from access to the Library's meeting rooms. All individuals, regardless of if that individual is the reserving person, who use the meeting rooms are subject to this policy. Use of the meeting room may not disrupt other Library activities.
3. The Library is not responsible for any accidents that may occur on Library property to individuals attending meetings held in meeting spaces reserved by an outside group or individual. Meeting space users will be held responsible for any accidents that occur and for any damage to the Library's buildings, grounds, or equipment due to negligence or misconduct.
4. Meetings held in Library space must be open to the public.
5. All users must comply with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format when requested.
6. Meetings or events of a primarily commercial nature are not permitted. The sale, advertising, solicitation, taking of orders, or promotions of products or services are not permitted.
7. Fundraising or donation solicitations, as well as entry and participation fees or dues, are not permitted, except for events sponsored by the Bozeman Public Library Foundation or the Friends of the Bozeman

Public Library.

8. Alcohol is not permitted, except for events sponsored by the Bozeman Public Library Foundation or the Friends of the Bozeman Public Library.
9. Meeting spaces are not available for primarily private social functions (e.g., birthday parties).
10. Library programs, events, and city, state, and federal government meetings and programs take priority over business, community group, and non-profit organization reservations.
11. The Library reserves the right to cancel any meeting space reservation for any reason. Reservations will not be cancelled without prior notification to the group or individual.

### SPACE RESERVATION LIMITATIONS

1. All reservations are first come, first serve after Library program, and event reservations have been made.
2. Study rooms can be reserved up to 7 days in advance, for up to 2 hours per day, in 30-minute increments.
3. Conference rooms can be reserved up to 60 days in advance. There is no limit on the length of reservation time in a single day. Only 4 active reservations per 30-day period are allowed.
4. Meeting rooms can be reserved up to 75 days in advance. There is no limit on the length of reservation time in a single day. Only 2 active reservations per 60-day period are allowed.
5. Reservations for any meeting space cannot extend into the next day. Library closing time indicates the end of the reservation.
6. Groups will be permitted 15 minutes of set up and cleanup time on either side of their reservation time.
7. The first meeting and conference room reservations begin 15 minutes after the Library opens for the day. No group or individual will be given before-hours access to the building. Exceptions include events sponsored by the Bozeman Public Library Foundation, the Friends of the Bozeman Public Library, Gallatin County, and the City of Bozeman.  
The last meeting and conference room reservation ends 15 minutes before the Library closes for the day. No group or individual will be permitted to stay after-hours to continue their meeting. Exceptions include events sponsored by the Bozeman Public Library Foundation and the Friends of the Bozeman Public Library.
8. Any individual or group that violates any part of this policy may be excluded from access to the Library's meeting spaces. The Library Director is authorized to establish reasonable regulations governing the use of meeting rooms. Any exceptions to the rules and regulations outlined in this policy need to be approved by the Library Director or their designee.

*Adopted by the Bozeman Public Library Board of Trustees (3-20-2024)*