

## **Choteau/Teton Public Library Alice Gleason Meeting Room Policy**

### **Teton County Joint City County Library Board**

**Revised January 20, 2022**

1. The Alice Gleason Meeting Room is for the purpose of encouraging educational programs in the community and is available for meetings and programs of an informational, educational, cultural, or civic nature. No private parties will be allowed. Meeting space is limited to 50 participants based on size of room.
2. All meetings must be open to the public and may not be restricted to any particular group. As such, groups must provide basic information on the meeting which will be published to the library calendar.
3. Use of the meeting space does not imply endorsement or support by the library for a group's activities or beliefs. The Choteau/Teton Advisory Board of Trustees or the Library Director reserves the right to approve or disapprove the use of meeting space.
4. Users of the meeting room must adhere to the Patron Behavior Policy. Groups should not disrupt library business. Children participating in groups should not be allowed to run around the library unsupervised.
5. Meeting space is made available to all groups and individuals on a first-come, first serve basis. Library sponsored programs have scheduling priority over community programs.
6. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants.
7. Scheduling may be made up to three months in advance of the event. If the event is cancelled, library staff must be informed as soon as possible but at least 72 hours prior to the scheduled event. If not cancelled, charges for the space will be levied.
8. Fees will be \$10.00 per hour and \$20.00 cleaning deposit payable to the City of Choteau at the time of signing the Alice Gleason Room Rental Agreement. Cleaning deposits will not be returned to groups who do not clean up and put away any extra tables and chairs. **ALL GROUPS MUST SIGN THE RENTAL AGREEMENT.**
9. Provided in the meeting area are: tables and chairs, coffee pot, refrigerator, microwave, large portable screen, lectern, large white board, smart tv, DVD player, and a piano.
10. Groups must schedule and pay for ample time to set up and clean up. Groups must end meetings 15 minutes prior to library closing.
11. Groups are responsible to clean meeting room and bathroom per the cleaning instructions given to them at the time of signing the Alice Gleason Room Rental Agreement. Cleaning supplies are located in the cleaning closet next to the refrigerator.
12. Serving light refreshments is permitted. Kitchen must be cleaned, and any dishes used washed per cleaning instructions. Paper products, coffee, tea, etc. in cabinets is the property of the library and should not be used by other groups. No food should be left in either cabinets or refrigerator. Garbage should be emptied.

13. If the event is to be held when the library is closed, it is the organizers responsibility to obtain a key to the backdoor prior to the event and return key to book drop. The organizer must be the last to leave and is responsible for locking the building following the event.
14. Equipment, supplies, materials or other items owned by a community group or used by them in the library are not the responsibility of the Library and cannot be stored at the library.
15. Organizations holding meetings assume responsibility for any damage to the rooms or contents.
16. Group activities involving more than normal wear and tear will not be permitted.
17. No smoking allowed.
18. No nails, tacks, or tape on the walls or woodwork. Pre-approval is needed for any wall adhesives.
19. No attachments to ceiling panels or metal frames.
20. It is the duty of groups to report any damage or repair needs.
21. Choteau/Teton Public Library reserves the right to deny use privileges should any abuse of this policy occur.