

BELGRADE COMMUNITY LIBRARY

**106 N BROADWAY
BELGRADE, MT 59714
388-4346**

www.belgradelibrary.org

MEETING ROOMS POLICY

The Belgrade Community Library provides space for meetings and programs of an informational, educational, cultural or civic nature. Meeting spaces are available for both Library and general public use.

Use of meeting space does not imply endorsement or support by the Library for a group's activities or beliefs. The Belgrade Community Library Board of Trustees or the Director reserves the right to approve or disapprove the use of meeting space.

Community Programs

Community programs are those programs and meetings that are organized, administered and advertised by the general public. The Library merely provides the meeting space as a public service.

Meeting rooms are not intended to be used for gatherings such as birthday parties, play days, or other events that are purely social in nature.

In circumstances in which a program has a wide general appeal, the Library may help facilitate the program. This does not imply sponsorship or endorsement by the Library.

- Meeting rooms are available to individuals and groups on a first-come first-served basis. Users must make reservations in advance and sign a contract. The Library provides some equipment for public use. Users can, with advance notice, request to bring their own equipment.
- Any publicity distributed by the individual or group must include a statement of written sponsorship to clarify who is responsible for the meeting. For example, "This program is sponsored by Recovery Anonymous."
- Non-profit groups or individuals using the meeting room may request that the Library post a brief notice of the meeting on the Library's bulletin board. The group/individual will provide the notice to Library staff for review.
- No one may charge admission, offer items for sale or charge for any service while using the meeting space, without prior approval. If approval is granted, the individual or group must remit 20% of funds collected to the Library in return for use of the meeting room.
- Meeting rooms may be booked for use before or after library open hours. Approval is required by the Director. A fee of \$40.00 per hour will be assessed to cover library staff and utility fees during the hours that the library is not open.

Library Programs

Library sponsored programs are those programs and meetings that are organized, administered and advertised by the Belgrade Community Library, or by the Library in co-sponsorship with another agency, organization, institution or individual.

Library sponsored programs have scheduling priority over community programs.

Any publicity distributed by the Library or the co-sponsoring agency will include a statement of sponsorship. For example, “This program is sponsored by the Belgrade Community Library in partnership with the Montana Wilderness Association.”

“Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants, any more than the purchase of materials for the Library collection constitutes an endorsement of the contents of the material or the views of its creator. Library staff selects topics, speakers and resource materials for library-initiated programs based on the interests and information needs of the community. Topics, speakers and resource materials are not excluded from library-initiated programs because of possible controversy. Concerns, questions or complaints about library-initiated programs are handled according to the same written policy and procedures which govern reconsiderations of other library resources.”

Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights (American Library Association).

Any person(s) or group using the Belgrade Community Library community meeting room must sign an Agreement for Rental of Belgrade Community Library Meeting Rooms During Operational Hours. (2 page form, attached to this policy).