

BELGRADE COMMUNITY LIBRARY

**106 N BROADWAY
BELGRADE, MT 59714
406-388-4346**

www.belgradelibrary.org

LIBRARY PROGRAM AFTER HOURS POLICY

The Belgrade Community Library provides library sponsored evening programs that may continue after library open hours when staff may not be available. Occasionally, the Library will receive requests or have scheduling priorities which may allow groups to complete library sponsored programs after hours.

The Trustees and the Director recognize the value of public programming which is provided by the library. Further, completion of the programs may not be feasible at the same time the library closes. Therefore, at the discretion of the Director, by signing the form below, permission may be granted to groups wishing to complete their program after hours when library staff may not be available. The cost of the meeting room per closed hour is \$40 and payment is due upon arrival for use of the Library meeting room.

Criteria for allowing non-staff members to oversee completion of a program will depend on the following factors:

1. Familiarity with the Belgrade Library staff, policies, and procedures.
2. Familiarity with the building such as location of light switches, where emergency equipment is located, and lay-out of the building.
3. The group and staff agree on the designated representative who will be responsible for closing the building, making sure the door is locked and the alarm is set, and reporting any problems to the Director. If the Director is not available, a Trustee can be contacted.

By agreeing to this policy, Director grants permission to the applying person(s) for use of the library after hours.

Name of Program (please print)

Name of Designated Person (please print)

Approved by the Library Director on this date: _____

Library Director Signature