

GLENDIVE PUBLIC LIBRARY Room Rental Policy

GLENDIVE PUBLIC LIBRARY
200 S. Kendrick
Glendive, MT 59330-1629
(406) 377-3633

MEETING ROOM POLICY

The Board of Trustees of the Glendive Public Library agrees to make its handicapped accessible meeting rooms available to groups or organizations. The trustees believe that the library, in addition to performing its traditional role, may become a center for community meetings, where ideas and information may be shared. **Although the Library does not support any particular point of view presented by those using the room, nor endorse any organization, it does support the right to assemble and to discuss freely all ideas.**

EQUIPMENT:

- 50 chairs and 5 tables
- Kitchen with stove and fridge
- Glass pitchers
- Coffee maker
- Table Top
- TV (with DVD and VCR Player) *available upon request*

AVAILABILITY OF THE MEETING ROOM:

The Glendive Public Library retains first priority for use of the rooms for library or library-related business. In an emergency, the Library may request that any group reschedule its meeting to permit library use of the room.

The schedule for use of the meeting rooms will be such that, on a prearranged basis, blocks of time will allow adequate set-up, meeting, and clean up for each group using the room, causing no overlapping conflict with other groups.

RESERVATIONS FOR THE MEETING ROOM:

Reservations will be on a *first come, first serve* basis made not **more** than 28 days in advance. Authority to waive the 28-day rule will be made by the library director.

Each applicant must complete a *Meeting Room Contract* and have it approved by a library staff member. **You must pay the non-refundable fee of \$10 for each meeting, prior to use.**

PLEASE pick up a key during library hours.

RULES FOR USE OF THE MEETING ROOM:

1. The Glendive Public Library is not responsible for any loss or damage to materials owned by persons using the space.
2. Groups or individuals using the Meeting Room will be responsible for loss of or damage to library property.
3. The library staff will not take telephone messages for those using the Meeting Room.
4. **Keys are to be dropped in the book return when the meeting is over.**
5. **(The book return is located in the parking lot, under the awning.)**
6. No scotch tape, tacks, cellophane, nails or glue may be used on walls, doors, ceiling, or
a. furniture.
7. Smoking is not permitted (including vaping, e-cigarettes, etc.)
8. Alcoholic beverages are not permitted.
9. Youth groups shall be chaperoned by a responsible adult.
10. The Glendive Public Library reserves the right to refuse use of the Meeting Room if the privilege is abused.
11. A designated person will be proved by each user group with instructions for locking the building after the meeting. That person will be responsible for checking keys out, seeing that the room is clean and neat, trash is put in the dumpster, the lights are turned off and anything else that needs to be done to return the room to its usual condition is accomplished.
12. If the kitchen is used the stove and refrigerator are to be cleaned.
13. No admission fee may be charged; receiving donations passively is permitted.
14. No commercial ventures shall be held in the community room, unless the proceeds are totally for the benefit of the library.
15. **The non-refundable fee of \$10 for each meeting must be paid prior to use.**

Clean-Up Checklist for Room Rentals

- Carpet Vacuumed
- Kitchen floor swept and mopped
- Garbage collected and taken out to dumpster
- Dishes washed and put away
- Counters, sinks, and tables wiped down
- Dishrags taken home and laundered, brought back the next day
- Tables and chairs put back the way they were found
- Spills in microwave, fridge, stove, or on cooktop wiped down

Please do NOT stack chairs.

Bathrooms

- Toilets flushed
- Garbage on the floor picked up
- Any obvious messes cleaned

Vacuum is located in the corner of the community room and the broom is located in the corner of the kitchen by the microwave.

I have completed the clean-up checklist.

Signature: _____ Date: _____