



Thompson-Hickman Madison County Library Community Room Use Policy

General:

- The Thompson-Hickman Library Community Room is available for use by non-profit and non-commercial groups engaged in educational, cultural or charitable activities as a public service.
- The room is not available for purely social functions such as parties and celebrations such as birthdays, anniversaries, wedding, etc.
- No buying, selling or trading of products or services will be allowed except solely in support of the library and sponsored events by the library.
- Library programs take precedence over all other meeting room events.
- Use of the Community Room should not interfere with the proper functioning of the library. Staff should not be taken away from their regular duties to assist in the Community Room.
- Users are responsible for set up and clean up and are to follow the **Community Room Use Policy**.
- Some craft demonstrations may be allowed with approval of the library staff.
- Only food not requiring cooking on the premises may be served. Each group is responsible for bringing all items, such as plates, coffee pots, cleaning supplies. Approval must be obtained prior to the meeting.
- Activities will be contained within the Community Room and restroom areas only.
- Parents will be responsible for supervising their children and are required to keep children who need supervision in the Community Room.
- An application must be approved by the library and fees must be paid before using the Community Room.
- Reserving a room and not showing up to use it without cancelling the reservation may result in restrictions on future reservations.

Prohibited Uses:

Smoking, gambling, use or possession of alcoholic beverages and illegal drug use are all prohibited.

Equipment:

The library **is not responsible** for any personal equipment or materials lost or damaged. No items may be stored in the Community Room. No physical changes are allowed in the library rooms except for furniture rearrangement. Activities involving more than normal wear and tear on the facilities will not be permitted. Users will be held responsible for all damages. The library is not responsible for equipment/materials left in rooms by users.

Availability:

- The Community Room is generally available during library hours and has a **maximum** capacity of thirty (30) people.
- All activities in the Community Room must conclude in time for everyone to be out of the library by closing time unless an application has been approved to use the room after hours.

Fees:

- If refreshments are served, a separate refundable security/cleaning deposit of \$25 paid in advance will be required for each use of the Community Room.
- A \$25 refundable deposit will also be required for use of the AV system. In addition, by signing the attached form, the responsible party agrees to pay for any damage to or loss of equipment.
- The deposit will be returned if no damage or cleaning is required.
- The library reserves the right to change or cancel meeting room reservations when necessary.

Before and After Regular Library Hours Use:

- The Community may be used after hours, but must conclude so that no one is on library property after 10:00p.m.
- The room **must be left set up the way it was before it was used**. The fees stated above will apply.
- Groups wishing to schedule the Community Room before or after regular library hours must schedule their meeting with a staff member.
- A unique combination for the outdoor Community Room locks may be issued to groups for use of the room after hours. The unique combination obligates the individual signing the application that the room will be returned to the state in which it was found and that ALL doors and windows will be closed and locked upon exit.

Publicity:

- Any publicity prepared by an organization about its use of the library must carry the name of the organization and may not identify the library as a sponsor and must state that the views of the organization are not necessarily those of the library.
- The library name and address as the meeting place may be used and must be given as "Thompson-Hickman Library, 217 Idaho Street, Virginia City, Montana 59755."
- The library telephone number **may not** be used as a contact for the meeting. Library staff **will not** handle registration or answer questions concerning the organization's use of the Community Room.

Application for use of the Thompson-Hickman Library Community Room:

An application for use of the Community Room must be submitted and then approved by the library before using the Community Room.



APPLICATION FOR USE OF THE THOMPSON-HICKMAN LIBRARY COMMUNITY ROOM

The Thompson-Hickman Library is pleased to provide a room for community use. Applications must be approved by the library, the Community Room reserved, and required fees paid before using the room. Reservations may be made up to sixty (60) days in advance of the event and at least ten (10) days in advance of the date of reservations prior to the event. Return completed form to **Thompson-Hickman Madison County Library, PO Box 128, 217 Idaho Street, Virginia City, Montana 59755.**

I have read the Thompson-Hickman Library Community Room Use Policy and agree to abide by those rules. I understand that I am responsible for any fees, loss of or damage to the facility and/or equipment. I will be responsible for the door code and will not distribute or share it with others, will let participants into the building, and I will be present during the use of the room.

Date: _____

Printed Name & Signature of Person Responsible:

Print Name: _____

Signature: _____

Address: _____

Phone: _____

Meeting Date: _____

Start Time: _____ End Time: _____

Name of Organization: _____

Individual Applying on Behalf of Organization: _____

Position of Applicant: _____

Phone: _____

Email Address: _____

Anticipated Attendance: _____ (Maximum Capacity 30 persons)

Will refreshments be served? Yes No (\$25 refundable deposit)

Will you require use of the library AV equipment? Yes No (\$25 refundable deposit)

Library Staff Approval Signature: _____

Policy approved by the Library Board of Trustees September 2015

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