Madison Valley Public Library
210 E Main
Ennis, MT 59729
(406) 682-7244
<http://www.ennislib.org/>

**Community Room (CR) Policy**

Madison Valley Public Library (MVPL) exists to connect people to information, ideas, and programming and to promote life-long learning, literacy development and community involvement. Our goal is to enhance quality of life for patrons of the Madison Valley by striving to provide resources and technology in a relevant, current and balanced collection.

In keeping with this vision statement, MVPL provides meeting room space for Library-sponsored programs. When not being used by the Library, the rooms are available free of charge for public meetings and programs of an informational, educational, recreational, cultural or civic nature.

**CR reservations are made with the following in mind:**

* No business promotion, selling, solicitation or taking of orders may occur within the meeting rooms. This includes fundraising and donations with the exception of fundraising events sponsored by MVPL, where proceeds will directly benefit the Library.
* Charges are permitted in the form of a reasonable tuition fee for workshops and seminars to cover learning materials or course credits, but the program must be open for observation to members who cannot pay fees.
* Meetings are booked no more than 6 months in advance, with the exception of Library-related events.
* Meetings must comply with City, State and Federal laws.
* Use of the meeting room does not imply endorsement, support, and sponsorship by MVPL. Groups may not use the Library name or logo to imply that the event is sponsored by the Library in any advertising or publicity.

**The Library reserves the right to make schedule adjustments according to the following priorities:**

1. Library sponsored programs and events
2. Local government meetings
3. Programs of educational, cultural or civic nature prepared for the public
4. Workshops/seminars of or taught through non-profit organizations
5. For profit, private and recreational meetings/programs. The for-profit CR rate is 25$/hr.

**Reservations for the CR are made in advance through the Library (406) 682-7244 or in person.** The form for new reservations is available at the front desk or at ennislib.org

**The following guidelines are applied to the use of the CR**

* Smoking is not permitted
* Alcohol is not permitted with the exception of events sponsored by the Friends of the Library for fundraising purposes. These events shall take place after the Library has closed and all permits and regulations are in order.
* Individual groups are responsible for setting up and putting away any chairs and tables used.
* Each group is responsible for picking up trash and leaving the CR tidy
* Groups will be charged for damage to room, equipment, or furnishings beyond reasonable wear and tear.
* Anyone under the age of 18 must have an adult co-sign the application and adult supervision must be provided during room use.
* Storage for the property of organizations or individuals meeting in the room is not provided. The Library is not responsible for materials lost or damaged.
* The room is not available for purely social functions such as parties, celebrations, weddings, birthdays, etc., except when held as a Library sponsored event.
* The CR may be used after hours, but must conclude by 9pm, with exception to Library sponsored events, or as approved by Library staff.
* The Library telephone may not be used as a contact for the meeting, and staff may not handle registration or facilitate events that are not Library sponsored.
* The Library director reserves the right to change or cancel CR reservations when necessary.
* The maximum capacity of the CR is 50 people.
* For after-hours events, keys must be picked up at the front desk in advance, and left on the counter in the CR at the end of the meeting. If keys are lost, group is responsible for replacement costs of locks and keys.

Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Library Board 10/16
K. Ketchu, Director