

## Lewis & Clark Library Policies

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### MEETING ROOM POLICY & PROCEDURES

#### Statement of Principle

The Lewis & Clark Library and each of its branches in Augusta, East Helena, and Lincoln can provide meeting room space for Library programs, and for other meetings and programs of an informational, educational, cultural, recreational, or civic nature.

Lewis & Clark Library subscribes to the principles set forth in the American Library Association Library Bill of Rights as amended January 23, 1996 which states:

*Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

Meetings held in the Library are considered public meetings, and open to all wishing to attend subject to fire codes and occupancy load restrictions.

**Denial of Meeting Room Privileges** - Organizations not fulfilling their obligations as enumerated in this and other Library policies and procedures may be denied use of the Library's meeting room facilities until such time as these obligations have been met to the Library's satisfaction.

**Questions and Grievances** involving meeting related policies and procedures may be resolved by Public Service Staff, Branch Librarians, the Library Director, or the Board of Trustees. The Library Board shall have the authority to deny a meeting if it is deemed inappropriate to the mission of the Library as advised by the Library Director. Examples of what could be considered inappropriate are:

- Activities that could be harmful or dangerous to the health and safety of presenters, participants, attendees, library patrons or staff;
- Activities that might cause harm to the building or its contents;
- Obscene activities as decided by a court of law;
- Disorderly behaviors or noise levels that could be disruptive to the mission of the library;
- Illegal activities;
- Activities that for any reason may interfere with the regular operation of the library;
- Activities that require too much space or too much security beyond the ability of the library to provide such space or security.

Upon adequate notice and reasons, the Library reserves the right to revoke permission to use any meeting room. The booking of a group, and the content of its subsequent meeting, does not constitute an endorsement of, or any opinion about, the philosophy of such group by the Library, the Library Director, Board of Trustees or staff. The Library only promotes Library related or co-sponsored programs.

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### Meeting Room Procedures - Helena Main Library

**Meeting Room Descriptions** - Separate rooms are available for public use in Helena:

- 1. Small Meeting Room** - is suitable for up to 18 people with room for 10 around a conference table. This room has chairs, a sink, whiteboard and bulletin boards.
- 2. Large Meeting Room** - a multi-purpose room suitable for up to 97 people. This room has chairs, tables, a screen, LCD projector, whiteboard, and sink.

**Scheduling the Library's Meeting Rooms** - Scheduling is handled by the Public Service Staff or by Branch Librarians. Due to heavy room use, groups are encouraged to make arrangements at least two weeks in advance and to notify us of cancellation. If the meeting room has online reservations capability, patrons may make self reservations. These reservations are not final or published until they are verified and approved by Public Service Staff or Branch Librarians.

**Reservations** - Rooms may be reserved up to three meetings in advance and up to three months in advance. The Library reserves the right to limit these reservations so that other groups have access to meeting space. The Library has the first right of use for Library sponsored and co-sponsored programs. The Library may make schedule or room assignment adjustments according to the Library's needs and to use the Library's meeting rooms for Library fundraising. The use of a Library meeting room is a matter of public record, and reservations may be posted to the Library website meeting room calendar, or posted on informational signs inside the Library.

**Meeting Hours** -At the Helena Main Library, a meeting cannot begin before 9:00 a.m. Monday through Saturday or noon on Sunday without the prior approval of either the Library Director or Public Service Desk Manager. A meeting cannot extend beyond the Library's closing time. A meeting cannot be scheduled for a day when the Library is closed.

Persons wishing to hold a meeting at a Branch Library must consult with the Branch Librarian for their specific requirements.

**Eligible Meeting Room Users** - Meeting space is available on a first come first served basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Donations may be accepted, but failure to pay cannot deny access to the meeting.

No admission fees may be charged or products or services sold by any business, outside group, or organization using a Library meeting room. Exceptions include the following:

- Groups and organizations formed to support the programs and activities of the Library, such as the Lewis & Clark Library Foundation, may use Library facilities for fundraising purposes in support of the Library.
- At library sponsored programs only, pre-approved works by a featured presenter may be offered for sale. In all cases, his/her representative collects payment, not library staff.

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**Clean Up and Damage** - Each group is responsible for picking up refuse and leaving the room clean for the next group. Groups will be charged for any damage they cause to the Library, its grounds, furnishings or contents.

**Furniture Arrangement** - Each group is responsible for its own furniture arrangements in the Large Meeting Room. Remember to allow sufficient time to arrange the room to your liking. Tables and chairs in the Large or Small Meeting Rooms need not be rearranged at the end of the meeting. Furniture must be put back as it was found in the Branch Libraries. Clean up is the responsibility of the group using the Library as a meeting room and a charge will be made if additional cleaning is necessary. Remember to end the meeting in time to leave the building by the Library's closing time.

**Messages** - Library staff will not accept calls or relay messages to people attending meetings except in emergencies.

**Extra Equipment or Accommodation** - If an individual or group requires additional equipment or accommodation, it is incumbent on the person or persons to notify Library staff at the time the reservation is made. Additional equipment includes, but is not limited to, a television, VCR/DVD player, remotes and cords for A/V setups, and a podium.

**Film/Video Use** - Any group showing films or videotapes will secure all necessary performance licenses and indemnify the Library for any failure on the group's part to do so.

**Parking** (Helena Main Library) - There is a 2 hour parking time limit for all Library users. The Helena Parking Commission patrols the parking lot and tickets may be issued to those parking for more than 2 hours. Additional parking is available in nearby city parking lots.

**Refreshments** - are permitted in both rooms at the Helena Main Library. A sink is available in both meeting rooms. Coffee, utensils, coffee pots and refreshments must be provided by the group.

**Smoking** - is not permitted in the meeting rooms or in the lobby. A receptacle for ash and cigarette butts is provided outside near the Library's main entry. Smoking is prohibited in the Branch Libraries as well.

**Storage** - The Library does not provide storage for the property of organizations or individuals meeting in the rooms, and does not accept responsibility for materials that are lost, stolen or damaged.

**Branch Specific Rules** - Organizations using Library Branches for meetings must comply with other requirements of the Library's Meeting Room Policy and Procedures keeping in mind the individual branch requirements. The Augusta and East Helena Branch Libraries do not have a separate meeting room space. Meetings in these Branch Libraries, therefore, are limited in size by the space available. Consult with the individual Branch Librarian regarding branch requirements.

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**Branch Building Security** - Organizations meeting in Branch Libraries must be particularly sensitive to their Library's need for security. The East Helena and Augusta Branch Libraries cannot secure their collections, fax machines, photocopiers, phones and other aspects of their facilities from unauthorized use by those attending meetings.

**Lincoln Branch Library** - The Lincoln Branch Library Meeting Room is a multi-purpose room suitable for up to 60 people. This room has chairs, tables, a screen, LCD projector, sound system, whiteboard, and sink. Groups wishing to schedule the Meeting Room during hours when the Library is normally closed must schedule their meeting with the Branch Librarian or Branch Library Clerk. A key to the outside Meeting Room door is available for groups using the room when the Library is closed. Requesting the exterior door key obligates the individual signing the Meeting Room Agreement to pay the installed replacement costs of locks and keys, if the key is lost. The Meeting Room key must be picked up the day prior to the scheduled event and returned on the first day following the event. Return the keys to the Branch Librarian or Branch Library Clerk, or in the book drop next to the Library's main entrance.

**Security and Locking Up** - The group or organization using the Lincoln Branch Meeting Room when the Library is closed will be responsible for assuring that meeting room windows and doors are locked securely after the last of the group has exited. Those using the meeting room are also responsible for checking the rest rooms (as their group leaves the Meeting Room) to ensure the rest rooms are not occupied.

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