



Great Falls Public Library
301 2 Avenue North
Great Falls MT 59401-2593
(406)453-0349 Fax: (406) 453-0181

MEETING SPACE CONTRACT

Library meeting space includes the Cordingley Room, small meeting room, park and plaza. Scheduling is on a first come first served basis. Reservations can be made up to 3 months in advance.

The following equipment is available for use in the Cordingley Room: 90 chairs; 10 tables; combination VCR/DVD player; big screen television; 55-cup coffee urn; blackboard; dry-erase board; piano; slide and overhead transparency projectors (does not include overhead LCD projector).

- The small meeting room has one table to seat 8-10 people and cannot be rearranged.
- Library staff cannot accept calls or relay messages or materials to meetings.
- Library assumes no responsibility for property of meeting space users.

NOW THEREFORE, the meeting space user agrees to the following:

- Pay library 20% of any fees charged for admission, sales or services (prior approval for charging fees is required)
- Room set up, break down and clean up
- Parking is limited to metered lots and the street
- Due to staff constraints, no meeting may run past library closing hours. All participants must vacate the building no later than the times listed below
- To schedule meetings within the following frames:
 - Monday, Friday and Saturday, 8:00 am – 6:00 pm
 - Tuesday, Wednesday and Thursday, 8:00 am – 8:00 pm
 - Sunday (Fall, Winter and Spring), 1:00 pm – 5:00 pm
- To make prior arrangements (minimum of 24 hours advance notice) for the following:
 - Meetings scheduled before 10:00 a.m. Monday - Saturday (signatory or designee must use rear entrance initially and then monitor front doors to allow attendees access)
 - Use of projectors (does not include overhead LCD projector)
 - Special room access (use of stairway)
- The following are prohibited:
 - Access to staff areas at any time or to public areas when library is closed
 - Taping, tacking, nailing, etc that would damage walls
 - Smoking or the consumption of alcoholic beverages
- In the event of an emergency, meeting facilitators are responsible for evacuating meeting participants. See EXIT routes posted in the meeting rooms.
- Signatory will be held responsible for any damages to library property and will comply with the library policy concerning meeting space. (Available upon request)

Name _____ Signature _____

Address _____ Telephone _____

Group Name _____ Date _____