



Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org

Meeting Space Contract

Library meeting space include the Cordingley Room, the Small Meeting Room, the Game Room and the Library Park and Plaza. Scheduling is on a first-come first-served basis. Reservations can be made up to three (3) months in advance.

The following equipment is available for use in the Cordingley Room: 100 chairs; 10 tables; dry-erase board; piano; overhead LCD projector; podium/microphone system. The following equipment is available for use in the Small Meeting Room: large screen TV with HDMI hookup cable.

NOTE: The piano is not a toy and must be used appropriately.

- Cordingley Room maximum occupancy is 100 people.
- The Small Meeting Room has one table to seat 8-10 people and cannot be rearranged.
- Game Room maximum occupancy is 5 people
- Library staff cannot accept calls or relay messages or materials to meetings.
- Library assumes no responsibility for personal property belonging to meeting space users.

The meeting space user agrees to the following conditions:

- Users must pay to the library 20% or a \$50.00 flat fee (whichever is less) of any fees charged for admission, sales, or service (prior approval for charging fees is required).
- Beverages must be in containers with a secure lid.
- Room set-up, break-down, and clean-up is the sole responsibility of the user. The meeting room area must be left in the condition it was when you arrived. Vacuum and cleaning supplies will be available upon request. A cleaning fee of \$40.00 for every 30 minutes of cleaning will be assessed for any work required of Library staff to clean the room. (initial)
- Parking is limited to metered parking lots and the street.
- No meeting may run past library closing hours. (See Library operating hours for closing times.)
- Profanity, horseplay, and all other behaviors deemed unacceptable on library property are not allowed in meeting spaces. All persons on library property, including patrons, renters, or participants will follow the Library Patron Behavior Policy.
- Minimum 24 hour notice is required for any of the following arrangements:
 - Meetings scheduled before Library opening. (Signatory or designee must use rear entrance initially, then monitor front doors to allow attendees access. See Library operating hours for opening times.)
 - Use of library equipment (including dry-erase board, LCD projector, TV, and microphone system)
 - 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 could damage walls.
 - Smoking or the consumption of alcoholic beverages.
 - Candles or other open flames
- Users may not place promotional or directional signage in the library or on library premises. Upon request, the Library will provide directional signage to public meetings.
- In the event of an emergency, meeting facilitators are responsible for evacuating meeting participants. See EXIT routes posted in meeting rooms.
- If room reservation is not claimed by signatory or designee within 30 minutes of scheduled time, the reservation will be forfeited.



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- Any publicity distributed by the individual or group must include a statement of sponsorship to clarify who is responsible for the meeting. For example, “This program is sponsored by Recovery Anonymous.”
- Groups showing copyrighted movies in the library's public meeting rooms are solely responsible for obtaining written public performance licensing rights. Borrowing, renting, or purchasing a movie does not carry with it the right to show the movie outside the home. The library must be provided with proof of public performance licensing rights.

The library is not responsible for securing these rights, nor is it liable for a group’s violation of this regulation.

What are Public Performance Rights?

U.S. Copyright law requires that all movies displayed outside of the home, or at any place where people are gathered who are not family members, such as in a school, library, auditorium, classroom or meeting room must have public performance rights. Public performance rights are a special license that is either purchased with a movie or separately from the movie to allow it to be shown outside of personal home use. This statute applies to all movies currently under copyright. This includes movies you have purchased, borrowed from the library, or rented from a video store or services like Netflix.

Name _____

Group Name _____

Address _____ Phone _____

Signature _____ Date _____