

## **Meeting Space**

The Great Falls Public Library provides meeting space, which may include indoor and outdoor facilities, for meetings and programs of an informational, educational, cultural or civic nature. Meeting spaces are available for both library and general public use.

Use of meeting space does not imply endorsement or support by the library for a group's activities or beliefs. The Great Falls Public Library Board of Trustees or the director reserves the right to approve or disapprove the use of meeting space.

### **Community Programs**

Community programs are those programs and meetings that are organized, administered and advertised by the general public. The library merely provides the meeting space as a public service.

In circumstances in which a program has a wide general appeal, the library may help facilitate the program. This does not imply sponsorship or endorsement by the library.

- Meeting rooms are available to individuals and groups on a first-come first-served basis. Users must make reservations in advance and sign a contract. The library provides some equipment for public use. Users can, with advance notice, request to bring their own equipment.
- The library reserves the right to accommodate meetings in a space appropriate to the number of participants.
- 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 or individuals using the meeting room may request that the library post a brief notice of the meeting on the library's web page.
- No one may charge admission, offer items for sale or charge for any service while using the meeting space, without prior approval. If approval is granted, the individual or group must remit 20% of funds collected to the library in return for use of the meeting room.

### **Library Sponsored Programs**

Library sponsored programs are those programs and meetings that are organized, administered and advertised by the Great Falls Public Library, or by the Library in co-sponsorship with another agency, organization, institution or individual.

- Library sponsored programs have scheduling priority over community programs.

- Any publicity distributed by the library or the co-sponsoring agency will include a statement of sponsorship. For example, “This program is sponsored by the Great Falls Public Library in partnership with the Montana Wilderness Association.”
- “Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants, any more than the purchase of materials for the library collection constitutes an endorsement of the contents of the material or the views of its creator. Library staff selects topics, speakers and resource materials for library-initiated programs based on the interests and information needs of the community. Topics, speakers and resource materials are not excluded from library-initiated programs because of possible controversy. Concerns, questions or complaints about library-initiated programs are handled according to the same written policy and procedures which govern reconsiderations of other library resources.” *Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights (American Library Association).*