

Lewis & Clark Library Policies

COMMUNITY ROOM POLICY & PROCEDURES

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Community Room Policy

The Lewis & Clark Library and each of its branches in Augusta, East Helena, and Lincoln provides community room spaces for library programs, community events 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 Community Room Privileges - Organizations not fulfilling their obligations as stated in this and other library policies and procedures may be denied use of the library's community room facilities until such time as these obligations have been met to the library's satisfaction.

Questions and Grievances – Any issues involving meeting related policies and procedures may be resolved by library staff or the Board of Trustees. The Library Director has the authority to deny a meeting if it is deemed inappropriate to the mission of the library. 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.

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Upon adequate notice and reasons, the library reserves the right to revoke permission to use any community 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, Friends of the Library, Library Foundation, or staff. The library only promotes library-related or co-sponsored programs. Community room users may not use the library's logo or contact information when advertising non-library events.

Community Room Procedures

Helena Main Branch

The Helena Main branch has several rooms available:

- Small Community room – The small community room is suitable for up to 30 people. This room has tables, chairs, a sink, a whiteboard, large screen television with speakers, blu-ray player, and a webcam.
- Large Community room – The large community room is a multi-purpose room suitable for up to 90 people. This room has chairs, tables, a screen, LCD projector, sound system, two large screen televisions, a webcam, whiteboard, and sink.
- Study rooms – There are 4 study rooms each with a computer, monitor, table and chairs. The occupancy of each room varies from 2 – 6 people.
- Augusta Community Center – The Augusta Community Center is a large gathering hall with multiple tables and chairs, a kitchen, restrooms, and limited AV.
- Lincoln Meeting Room – The Lincoln Meeting Room is an attached, but fully separate room from the library. It can be used after hours for community meetings. It has a projector, screen, and sound system. Capacity of the room is 30 people.

Reserving the Library's Community rooms

Reservations are handled by the library staff or can be booked online. Due to heavy room use, groups are encouraged to make arrangements at least two weeks in advance and to notify the library of cancellation. Online reservations are not final or published until they are verified and approved by library staff.

Reservation rules:

- Community rooms may be reserved up to three months in advance, with three meetings scheduled at a time.
- Library staff have the right to limit reservations so that other groups have access to the community rooms.

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- The library may cancel or re-schedule current reservations according to the library's needs.
- Use of Library community rooms is considered public and must be open to everyone.
- Use of the community rooms is a public record, and reservation information may be posted in the library or on the library website.

Current hourly reservation time restrictions are posted on the library's community room webpage at www.lclilibrary.org.

Reservation times

Helena Main Branch - Reservations for the community rooms in Helena cannot begin before the Library opens. A meeting cannot extend beyond the library's closing time. A meeting cannot be scheduled for a day when the library is closed.

Augusta and Lincoln branches - The community rooms in Lincoln and Augusta have different hours available for reservation. Please refer to the community room page on the library website or contact a branch librarian for more information.

Eligible Community Room Users - Community rooms are available on a first come first served basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

No admission fees may be charged and products or services may not be sold by any business, outside group, or organization using a library community 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, their representative collects payment, not library staff.
- The library manages a community room in Augusta owned by Lewis and Clark County that is separate from the library's primary location. In accordance with historical use of that space, profitable activities such as community fundraisers and business use will be permitted at the discretion of the Director.

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 community rooms. Library staff are not responsible for arranging furniture. Remember to allow sufficient time to arrange the room to your liking. Tables and chairs in the Community rooms

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need not be rearranged at the end of the meeting. Furniture must be put back as was found in the Branch Libraries. Cleaning up is the responsibility of the group using the community 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 making the reservation to notify library staff at the time the reservation is made. Additional equipment available varies by community room and may include:

- LCD projector
- Fixed or movable projection screen
- Sound system with microphones
- Televisions

Media Use - Any group showing copyrighted media will secure all necessary performance licenses and indemnify the library for any failure on the group's part to do so.

Parking

Helena Main Branch 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.

Augusta and Lincoln Branches The Lincoln branch has a small parking lot; the Augusta branch has on-street parking. All applicable parking restrictions (if applicable) must be followed.

Refreshments

Food and drink are permitted in all the community rooms. Every community room has a sink available. Coffee, utensils, coffee pots, and refreshments must be provided by the group.

Smoking - Smoking is not permitted in or near any of the library facilities.

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

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Community room security

Helena Main Branch – The community rooms are locked when not in use. Groups who have a reservation for a room must speak with library staff to have the rooms opened. When the use of the rooms is finished, users must speak with library staff to check-out.

Augusta and Lincoln branches - A key to the building is available for groups using the branch community rooms. Requesting the exterior door key obligates the individual signing a community room agreement to pay the installed replacement costs of locks and keys, if the key is lost. The 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 library or in the book drop next to the library's main entrance.

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