

POLICY MANUAL

Fallon County Library Baker MT

Public Meeting Room Policy

Fallon County Library provides a meeting room for public use. In accordance with Fallon County Commissioners, the following applies:

1. The meeting room must be reserved by contacting a library staff member, who will place the reservation on the calendar.
2. Reservations are accepted on a first-come, first-served basis.
3. The person reserving the room will be responsible for picking up and returning the key to the room if the meeting is to be held outside of library hours.
4. The meeting room will be provided at no cost to the public
5. After use, the meeting room will be returned to the condition in which it was found.
6. The meeting room may not be used in any manner for financial gain
7. All meetings held in this room must be an open meeting. No one may be denied entrance to the meeting being held.
8. No illegal substances, no alcohol, and no weapons are permitted in the meeting room.
9. The meeting room is available for use without discrimination.

Reviewed/Approved: **10/09/18**