



MEETING ROOM USE POLICY

510 N Broadway
Billings, MT 59101
P 406.657.8258

Billings Public Library welcomes our community to utilize the meeting and study spaces within our facility.

NONPROFIT AND COMMUNITY GROUPS

Nonprofit, educational, and community groups may use rooms at no charge for four hours. Requests for additional time are subject to for-profit rates below.

FOR-PROFIT GROUP RATES

- Community Room and Garden - \$50/hour (2-hour minimum)
- Computer Classroom - \$25/hour
- Conference Room - \$25/hour
- Digital Learning Lab - \$25/hour

PRIVATE EVENTS

Private events and activities are prohibited (e.g., parties, receptions, memorial services, etc.).

CHECK-IN

Check-in at a service desk before using a room. A staff member will perform an initial room overview. At the end of your reservation, a staff member will verify that the room is in the same state it was upon entry. Failure to check-in after 15 minutes will result in the room reservation being cancelled.

ROOM SETUP

Where applicable, users of meeting spaces must set up and return tables and chairs to their original configuration. If setup, teardown, and/or cleaning are required, a group may contract for such services. A/V equipment must be operated by persons 18 years or older.

CLEANING AND FEES

After use, rooms should be clean and free of garbage. In the event of damage, stains, or broken technology, fees may be assessed.

AFTER HOURS USE

Use of rooms before or after library hours may require payment of a fee to cover staff and security costs. Please contact the library for more information.

ROOM CANCELLATION

Please notify the library within 24-hours if canceling a meeting. The library reserves the right to cancel any reservation.

PARKING

The library parking lot is enforced Monday – Friday, from 8 a.m. – 5 p.m.