North Valley Public Library
Community Room & Makerspace Use Policy

Approved by the Library Board of Trustees
11/18/2026

PURPOSE

The North Valley Public Library's Community Room & Makerspace are designed primarily to meet the operational needs of the Library, the Library's Foundation, and Friends of the Library.

When not in use for Library activities, the room can be used for community events that are free and open to the public when reserved and utilized in accordance with this policy.

This policy establishes methods for individuals or groups to utilize room in a manner which honors the Library's mission to provide a safe, welcoming setting for the community, and promote literacy and lifelong learning. The access to and utilization of the meeting rooms shall comply with applicable laws, regulations, and policies related to patron and employee rights, public records, and Library operations.

To meet the Library's mission, own operational needs, and support equitable distribution of the rooms, the following requirements and regulations are in place.

GENERAL REQUIREMENTS

- The rooms are available for events that are free and open to any member of the public. No private parties, meetings, or events are allowed.

- The rooms may be requested for use by **governmental bodies** providing instruction, information, and education to the community.

- **Local not-for-profit, civic, and cultural organizations** operated exclusively for educational or charitable purposes may request rooms to provide entertainment and information to the community.

- **Nonprofit associations** may request the rooms.

- Other individuals or organizations providing culture, education, and entertainment may reserve the room if the presentation is non-commercial. No form of direct or indirect solicitation is allowed during the program. This includes sales pitches, marketing language, distribution of promotional materials, or the collection of contact information for commercial purposes. Speakers, entertainers, and educators may leave business cards or

brochures for participants to pick up by the door after the program should anyone be interested. In the event the speaker violates this policy, the library reserves the right to take appropriate action, which may include terminating the presentation and preventing future use of the rooms.

GENERAL REGULATIONS

- **No admission fees, sale of goods or services, or other commercial enterprise may take place** in the rooms unless associated with charitable fundraising for the benefit of the Library.

- **Library staff are not involved** in the organization, management, or execution of the meeting or the event.

- The North Valley Public Library requires that all non-Library programs **clearly state on all their advertising materials that the event is not sponsored by the Library** and does not necessarily reflect the opinions and beliefs of the North Valley Public Library. Failure to do so may result in denial of future requests.

- **Storage** of goods, materials, or pamphlets by organizations on Library premises prior to or following an event is not permitted.

- No meeting may disrupt or conflict with normal library operations.

- **Use of marijuana and tobacco or alternative nicotine delivery devices is not permitted**. Alcoholic beverages may be approved by the Board of Trustees in advance at their regularly scheduled board meeting if the organization reserving the room provides documentation of special event insurance policy coverage and compliance with all applicable alcoholic beverage distribution regulations, trainings, certifications, and licenses.

- **Organizations showing films or videotapes must secure all necessary performance licenses.** This includes all films and videos regardless of whether accessed by an online platform or physical media. Proof of public performance rights to screen at a public library are required before reservations are approved. The Library complies with the Children's Internet Protection Act (See the Computer Internet Use and Safety Policy) and uses internet filtering. Websites, images, videos may be blocked. Staff are unable to remove filtering. Outside organizations showing films or videotapes are expected to provide their own equipment and technical expertise.

- **Youth events and children to adult ratio**: If groups have members aged 10-18, one adult for up to 10 children must be present, and additional adults in a 1:10 ratio (i.e., 2 adults for up

to 20 children, 3 for up to 30 children). Readers, presenters, or an adult otherwise delivering content during an event does not count toward the required child to adult ratio so additional adults will be required to be present in addition to any presenters consistent with the required ratio.

Community events providing content for children must include the notice, "This is not a Library event. Parents/adult caregivers are encouraged to attend the event with their child for their safety. Children under the age of 10 may not be left unattended by their parents or caregivers according to the NVPL Child Safety Policy."

RESERVATIONS

- Reservations for non-Library events are open two months in advance.

- Organizations **may not rebook until the reservation** is concluded or the last date of the series of reservations is concluded to allow library programs and other groups to have the rooms.

- Reservations will appear on the library online calendar as "NON-library event" followed by a colon and the title of the event.

- Reservations may be made by people **18 years of age or older.**

- Rooms are **limited to 2 evenings (5pm and after) per month** per organization, group or individual.

- **Reservations must be made in our online reservation system**. Once the form is submitted, designated staff review the request to make sure it does not conflict with upcoming library activities, previously scheduled groups, or this policy. Because the Community Room and the Makerspace are separated by a thin wall, and the Makerspace is the gateway to the restrooms and sinks, a request may be denied if one program would infringe upon the success of a program previously booked. Makerspace and Community Room may not both be booked by different organizations if the program will end after the library is closed. The Library will contact the person on the form to either approve the request or let them know the Library is unable to accommodate the request.

- **Reservations made less than 72 hours in advance may not be approved on time.** Please note the library is closed on Sundays, the 2nd and 4th Saturdays of the month, and on major holidays.

RESERVATIONS REQUIRING BOARD APPROVAL

- **Nonprofit fundraisers and sales**, other than the North Valley Public Library fundraisers to benefit the library, are prohibited unless prior approval is granted by the Board of Trustees at their monthly meeting. If approved, the cost to reserve the rooms is $50 for 4 hours including setup and clean up. A cleaning deposit of $50 is also required and will be refunded if room is left in same condition as found. Rental includes both rooms.
- **Use by any entity serving alcoholic beverages as specified in this policy.**

FACILITIES

The Library has a carpeted **Community Room** approximately 990 square feet, which accommodates up to **67** people.

In the community room:

- **41 armless chairs (black & walnut vinyl)**
- **7 tables**
- **3 armchairs (black & silver vinyl)**
- **2 upholstered armchairs**
- **Podium**
- **35-gallon lobby trash can (silver)**
- **American Flag**

Organizations are required to leave the tables set up in a square configuration with armless chairs pushed in. Additional chairs should be stacked 5 high along the north wall. (Do not stack chairs more than 5 high.)

The Library has a **Makerspace room** with a cement floor. There is **16-person occupation limit**. This is a room where creativity can flourish with programs that may be too messy for the Community Room. The room has **5 30”x72” tables** meant for art projects and programs where spills may occur.

REQUIREMENTS & RESPONSIBILITIES

- The **key** and **closing checklist** are issued for each event. Both the key and checklist need to be returned at the end of your event. If the event ends during library hours, return to the front desk staff. If the event ends **after Library hours**, the contact person is responsible for securing the building and ensuring that the building is cleared of all individuals. The contact person must be the last to leave the building. Key and checklist should be put into outdoor book drop.
- If the reservation is outside library hours, **the key and closing checklist must be picked up during open hours in the library.** Key pickup is usually no more than 24 hours prior to using the room; however, the key may be picked up more than 24 hours prior to using the room if the library is closed in the 24 hours preceding the meeting.

- The rooms must be left in as neat and clean a condition as it was found. You may not tape, staple, nail or adhere anything to the walls, furniture, or any painted surface in the room.

- **Damage to Library property** will be **invoiced** to the reserving individual or group with expectation for payment within 30 days.

- Groups using the room are required to **set up** chairs and tables for their meeting. At the conclusion of your event, the Community room tables (6) need to be left in a square configuration, chairs pushed in and additional chairs stacked along north wall, no more than 5 high.

- Individuals and organizations reserving the room are held **liable for any damage or loss of the key.**

- Prepared food may be served. **No cooking on the premises**. **Clean-up is the responsibility of the group**. You will be denied future use if the facility is not left clean and without damage.

- Organizations must give the Library 48-hour notice of **cancellation**. Failure to do so may result in the cancellation of or refusal of future reservations.

- **Notify** the Library immediately if there is a **change in contact information**.

STAFF CHECK FOR CLEANLINESS & DAMAGES

The library maintains a list, and photos, of the current damage in the rooms, and any damage to the furniture. Staff check the community room after each use for new damage or messes. If damage is found, or a cleanup fee is necessary, photos are taken and the reserving individual is invoiced.

PROCEDURE CHECKS FOR CLEANLINESS & DAMAGES

1.) The library maintains a list, and photos, of the current damage in the rooms and furniture. Staff check the community room and makerspace and furniture for new damage during their desk shifts.

2.) At the start of a desk shift, staff check the calendar for community room & makerspace events.

3.) Morning shift checks the rooms for cleanliness & damage if there was an event the previous night or closed days.

4.) Front desk staff check the rooms for cleanliness & damage for events ending during their shift.

5.) If new damage or messes are found, photos are taken.

6.) The event that caused the damage and photos are sent to the Assistant to the Director to invoice. If the NVPL Foundation was the organization that used the room, then the staff member will forward the information and photos to the Library Director instead.

7.) Library programming staff are responsible for taking procedures so that damage does not happen to library property during their programs, or programs in their age group that the library hosts. Library programmers check before and after programs and communicate to each guest presenter of programs such as Zootown Arts & SpectrUM (that have multiple presenters) the need for precautions to prevent damage. If a library programmer is going to be absent during a library hosted program in their age range, they will ask another staff member to perform that task for them. Library programmers clean and check the room after all library programs in their age range. If damage occurs, they clean and repair. If they are unable to clean or repair, they report it immediately to their supervisor. If necessary, they take photos to add to the list of damage.

8.) The Foundation, as a volunteer fundraising body for the sole benefit of the library, and an organization that funds library furniture etc., gets special consideration. The library gently reminds the Foundation and Friends when using the room of policies and procedures to prevent damage and the Director lets the Foundation know when the library has discovered damage after their events.

INAPPROPRIATE ACTIVITIES

The Library reserves the right and delegates authority to the Director to deny a request to use the Community Room if such use is deemed inappropriate and inconsistent to the mission of the Library. Examples of what could be considered inappropriate may include but are not limited to:

- Activities which are potentially harmful or dangerous to the health and safety of presenters, participants, attendees, library patrons or staff.
- Activities that might cause damage to the building and/or its contents.
- Activities which include disorderly behaviors as specified in Library policy or Montana law or include noise levels that could be disruptive to the library or community.
- Activities that for any reason may interfere with the regular operation of the library.
- Activities which are illegal or obscene as defined by applicable ordinances, regulations, or laws
- Activities which are inconsistent with all library staff directives.
- Activities which exclude members of the public from the event or meeting or otherwise violate Library policy.
- Activities which fail to honor applicable building, safety, and fire codes as interpreted and applied by library policy and staff.

DISCLAIMER

North Valley Public Library cannot guarantee the accuracy of the information provided by organizations requesting the room and the views and opinions expressed in such programs belong to those organizations

INDEMNIFICATION

Any group using the meeting room in accordance with this policy shall indemnify and hold harmless the North Valley Public Library for all damage, costs or injuries which may arise out of its use of the premises. The Library is not responsible for equipment, supplies, materials, or any other personal possessions owned by those using the meeting room.

NORTH VALLEY PUBLIC LIBRARY
COMMUNITY ROOM & MAKERSPACE

CLOSING CHECKLIST



____ Floors are free of debris. (Rug sweeper is stored in small hallway closet outside restrooms.)

____ Tables are wiped down. (Paper towels and spray in makerspace.)

____ All food garbage and non-food garbage that does not fit into the garbage containers must be taken with you.



____ Tables (6) are arranged in a square configuration, chairs are pushed in and additional chairs are stacked along north wall, no more than 5 high.

____ Turn off all lights (including makerspace, bathrooms & hallway).

____ Lock front doors. (Back doors lock automatically.)

____ Return key and completed checklist:

- to the front desk staff during open hours
- to either outdoor book drop (located at front of main library entrance) after-hours.

Thank you for enriching our community with your event!
-The North Valley Public Library Board of Trustees & Staff
