

MISSOULA COUNTY MEETING ROOM POLICY

Purpose

This policy establishes rules and guidelines for public use of the Sophie Moiese meeting room.

Administration

The Board of County Commissioners is responsible for the implementation of this policy.

Policy

Missoula County makes the Sophie Moiese meeting room available for public use for open discussion and exchange of information and ideas. Missoula County reserves the right to change this policy at any time.

- The Sophie Moiese room is made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use.
- Missoula County reserve the right to use the room divider for multi-use if minimum capacity is not met.
- Allowing a group to meet in the Sophie Moiese room does not constitute the County's endorsement of the group's policies, beliefs or practices. Advertisements or announcements by any group implying such endorsement are not permitted.
- Some restrictions regarding time, place, and manner of presentations may apply.
- No unlawful, hazardous, or dangerous activities may be conducted in the Sophie Moiese meeting room.
- Programs offered in the Sophie Moiese meeting room must be open to the public and free of charge. Before and during a program, no fees of any kind may be charged, and selling or sales promotions are prohibited. An exception may apply if approved the Board of County Commissioners prior to usage of the meeting room.

Any exception to this policy must be approved in advance by the Board of County Commissioners.

Rules and Guidelines

1. A completed application form must be turned in to the BCC office and approved by the Missoula County Chief Administrative Officer at least 48 hours prior to the meeting. Internal departments must reserve the room through BCC staff.

2. The Sophie Moiese meeting room may be reserved up to two months in advance, on a first-come, first-served basis, except when the space is needed for Missoula County business. Please be aware that Missoula County needs may pre-empt the use of this room. If we need to use this room at the time you have scheduled, we will do our best to give you at least one weeks' notice.
3. All publicity is the responsibility of groups using the meeting room and must clearly identify the sponsoring organization. The location of the Missoula County meeting room may be publicized, but outside agencies may not include County telephone numbers in the publicity.
4. The Sophie Moiese meeting room should be scheduled for use during regular Missoula County hours and be vacated 30 minutes before closing time. After-hour use must be approved in advance by Missoula County. Additional security guidelines may be required for after hour meetings at the room requestor's expense.
5. Groups using the County's meeting room are responsible for room setup. Chairs may be moved but must be returned to their original configuration.
6. Moving the three tables at the south end of the room is not allowed. Technology equipment is not available for use by outside agencies. Disregard of these provisions will result in loss of meeting room privileges.
7. Persons presenting and attending public programs in the meeting room are subject to these rules and guidelines.
8. Refreshments may be served in the meeting room, provided proper care is given to clean-up after the meeting. Alcoholic beverages may not be served or consumed on Missoula County property.
9. Missoula County does not assume responsibility for any private property brought into the County.
10. Groups must leave the meeting room clean. All trash must be placed in trash and recycling bins provided. Failure to do so will result in loss of meeting room privileges.
11. Repair or replacement costs due to damage of County facilities, furnishings and equipment will be charged to the program sponsor. Missoula County will be the sole determiner of who does repair to County property.
12. Use of meeting rooms after regular hours of operation is limited from 5:00 p.m. to 10:30 pm. The group using the meeting room is responsible for ensuring that everyone has left the room, waiting area, and restrooms. Meeting room keys must be returned to BCC staff the next morning or left in the meeting room key drop box located just outside the north entrance to the Courthouse.
13. For recurring meetings, the Sophie Moiese meeting room may be reserved up to twelve months at a time.
14. In consideration of the permission granted by Missoula County to individuals or groups for use of meeting room space, the individuals or groups shall, to the maximum extent permitted by law, defend, indemnify, and hold harmless Missoula County, its officers, directors, employees, agents, and volunteers from and against all claims, actions, suits, liabilities, losses, damages, costs, attorney's fees, expert's fees, and/or any other expenses, including without limitation to any injury, loss, or damage to property or person, including death, arising from or in connection with the use of the premises by the individuals or groups.