

The Center is available for one-time or multiple usage based on the following:

1. First priority for use is Center sponsored or co-sponsored programs and meetings.
 - a. For a schedule of open times and dates, please contact one of Center Board Representatives.
2. A Facility Use Application must be filled out and approved by the Center Board.
 - a. Facility Use Applications must be signed by an adult. Groups comprised of individuals under the age of 18 years must have one responsible adult in attendance for each 20 persons or factions thereof.
 - b. The person signing the application (hereinafter referred to as the Signee) shall be responsible for abiding by the contents of these guidelines.
 - c. This space is open to the public free of charge. No admissions fee's shall be charged for using the space.
 - d. The Center is not responsible to provide any special equipment or personnel unless it has been specifically agreed to by the Board and the Signee and shall be documented in writing on the facility usage application.
 - i. Any additional costs that are associated by the special equipment or personnel shall be negotiated by the Signee and an authorized representative of the Center Board.
 - e. Groups/Persons using the building on a regular basis (i.e. monthly meetings) will be allowed to schedule for the year based on a calendar year January 1 through December 31.
 - i. If the group/persons meets regularly, at the beginning of each calendar year, a new Facility Use Application must be filled out and approved by the Center Board.
3. Any changes to the Facility Use Application must be made in writing and shall be approved by an authorized representative of the Center board.
4. Facility room set-up and take-down of the reserved area is the responsibility of the requesting organization/group/persons. All trash must be collected and deposited in a trash bag afterwards. If any furniture is moved, it must be put back where it was found afterwards.
 - a. In the event the space is found to be un-acceptable (i.e. Trash left out, garbage cans / recycling left full, furniture not returned to common area, etc.), the group/persons will be given a warning. If there is repeat instances where the space is left un-acceptable, the Center board reserves the right to suspend the group/persons use of the facility.
 - b. Vacuuming of the space is suggested after any large event where there is a lot of foot traffic (i.e. First Friday Events, Pot lucks, etc.).
 - c. Use the Campsite rule: Leave the space in better condition than when it was found.
5. By The Center policy, NO SMOKING is allowed in the Center.
6. Use of alcoholic beverages is contingent on approval by the Center Board. Once approved, it is the responsibility of the Signee to insure that Alcohol use is in accordance with Montana State Law.
 - a. No alcohol will be served to persons under the age of 21.
 - b. If it is found that the group/persons violates Montana State Law, the Signee will be held liable for any and all legal costs that are accrued due to the infraction. At that time, the groups/persons usage of the facility will be suspended.
7. Gambling or solicitation of funds is not permitted.
8. Fire prevention regulations are as follows:
 - a. Electrical extensions and decorations must be UL approved and without exposed wire.
 - b. Exits and hallways must be free at all times of obstructions.
9. In the event there is damage done to the Center and its equipment, the Signee will be billed for any and all damage to the Center facilities or buildings.

- a. This includes, but not limited to:
 - i. Kitchen equipment (i.e. Refrigerator, dishes, utensils, etc.).
 - ii. Furniture.
 - iii. Computers and other electronic equipment (i.e. Monitors, Mouse, Speakers, etc.).
 - iv. Resource materials (i.e. Library materials).
 - v. Atrium area.
10. The Center assumes no responsibility or liability for damage or loss to individual/group property.
 - a. This includes, but not limited to:
 - i. Damage to display Art within the Center. Any and all art displayed outside the Center Facility is the sole responsibility of the group/persons.
 - ii. Damage to any and all equipment/materials stored at The Center that is owned by the group/persons.
 - iii. Loss or theft of any and all equipment/materials that resides at the Center.
11. The Center assumes no responsibility or liability, financial or otherwise, for accidents or injuries sustained by individuals or groups of individuals while using the Center.
12. Groups and persons using the facility shall follow the Center Code of Conduct.
 - a. Grievances of groups/persons not conducting themselves a manner consistent with the Center Code of Conduct shall be submitted in writing to the Center Board for review.
 - b. In the event it is found that the group or persons repeatedly did not conduct themselves in a manner that is consistent with the Center Code of Conduct, the Center Board reserves the right to suspend the groups use of the facility or may ask for those persons to leave.
 - c. Any and all forms of physical, mental, or emotional violence will not be tolerated in this space, and will result in loss of use of the facility and its resources.