

**Glacier County Annex**  
**1210 East Main**  
**Cut Bank, MT 59427**  
**(406) 873-2239      (406) 873-9103 Fax**

**GLACIER COUNTY**  
**ANNEX MEETING ROOMS A & B**

**I. OBJECTIVE**

To provide a standard procedure for the use of the Glacier County Annex Meeting rooms. To provide for rules that will maintain the cleanliness of the room avoid interruption to our staff's daily work routine. To maintain the quality of the room's atmosphere. To avoid additional expenses to taxpayers caused by allowing the public to use the meeting rooms.

**II. POLICY**

The meeting rooms are usually available for meetings on weekdays and all day Saturday and Sunday. Any request to use the meeting room must be submitted to The Glacier County Extension Office for approval. The room is available for consumers and organizations that **are not for profit**. The Annex can be used for meetings and trainings but not for personal use or parties.

The following rules will apply:

1. A room use and re-keying deposit of \$25 is required if you need a key. The key can be picked up during regular office hours from Glacier County Extension Office or by calling 873-2239. If you lose the key or it is not returned within 3 business days, you will forfeit the \$25 deposit.
2. The room must be returned to the same condition with no damages to the room or its contents. The room must be left in a clean, tidy condition.
3. The doors must be locked and the lights turned off when leaving.
4. Smoking and alcoholic beverages are prohibited.
5. It is the responsibility of the individual or group using the room to pick up the room key during office hours at the Glacier County Extension Office, and return the room key to the same office within 3 business days after use.

Date: \_\_\_\_\_

Commissioners: \_\_\_\_\_

Signature of User: \_\_\_\_\_