



Public Meeting Room User Agreement One Time Use

Montana Fish, Wildlife and Parks (FWP), is happy to share use of its public meeting rooms (PMRs). This agreement establishes the obligations and responsibilities of organizations choosing to use FWP's regional PMRs. The terms of this Agreement are guided by and incorporate FWP's *Building and Meeting Room Policy*.

This Agreement is between *FWP (MT WILD)* and _____ (hereinafter "the organization"). MT WILD agrees to reserve its PMR for the organization on _____

Prior to the scheduled meeting, a representative from the organization shall pick up a MT WILD key card during the regular business hours of 8:00 a.m. to 4:45 p.m., Monday through Friday (if applicable). If the organization wishes to cancel its meeting, it shall inform MT WILD at least 48 hours before its meeting.

The organization agrees to the following conditions:

- 1) To not use the MT WILD Education Center for any of the following activities:
 - Law enforcement activities;
 - State agency public relations activities that involve any of the below;
 - involves 'self-aggrandizement' or 'puffery' of the agency, its personnel, or activities;
 - is 'purely partisan in nature' (i.e., it is 'designed to aid a political party or candidate'); or,
 - is 'covert propaganda' (i.e., the communication does not reveal that government appropriations were expended to produce it).
 - Fundraising activities;
 - Activities, projects, or programs that promote or encourage opposition to the regulated taking of fish, hunting, or the trapping of wildlife; or
 - Activities that directly or indirectly assist a campaign for election of a person to an office or promote or oppose a ballot proposition.
- 2) Meeting attendees may not park in the following parking spaces/areas:
Bus lane
- 3) The organization can bring light snacks and non-alcoholic beverages. The organization must supply its own snacks/beverages. No smoking is allowed inside MT WILD or in front of the main entrance.
- 4) The organization will not use MT WILD's telephones, copy machines, etc. The organization will not have access to MT WILD's internet networks before, during, or after its meeting. The organization can use the MT WILD's Wi Fi hotspot.
- 5) After the meeting, it is the organization's responsibility to return the PMR to the condition it was in prior to the meeting, including:
 - a. Putting furniture back in its original position
 - b. Wiping down any spaces made dirty by food/beverage



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- c. Wipe out sinks, wipe off counters (if applicable)
 - d. Ensuring all trash is in the garbage can provided. If there is excess trash, the organization must remove it
 - e. Returning all MT WILD media devices (i.e. – projectors/screens) to their original positions
- 6) If the meeting is after business hours, the organization will make sure all doors are closed and secured and return the PMR/building key card the following business day or leave key card in a designated spot. If the meeting is during business hours, the organization will return the key card to the front desk staff.
- 7) Failure to follow the terms of this agreement and FWP’s MT WILD *Building and Meeting Room Policy* could result in an organization being banned from using a PMR.

Organization Representative: _____

FWP Representative: _____