

Community Room Policy

Beekman Library maintains community room space for use by community groups when such space is not being used for library sponsored programs. Authorization to use the community room does not constitute an endorsement by the library of a group or organization's positions or beliefs.

- All meetings must be open to the public. No fees may be charged, unless specifically approved by the library administration.
- The room may be used without fee for community non-profit groups meeting during library hours.
- Additional community oriented programs that further the library's mission may be approved at the discretion of the library director. For-profit organizations will be charged a fee of \$25 an hour for use of the community room.
- Preference for room use will be as follows:
 1. Library Programs
 2. Library Organizations
 3. Non-profits within Beekman
 4. Non-profits within Dutchess County
 5. For-profit organizations providing informational programs of interest to the community
- As staffing permits, groups may use the community room during non-library hours with board approval. All groups will be required to pay for additional staffing during non-library hours.
- Community room reservations must be made at least one week in advance with the Library Director.
- The community room must be reserved by an adult 18 years of age or older.
- Library sponsored programs take priority over all other community room reservations. The library reserves the right to cancel community room reservations at any time in the event of a conflict with a library sponsored program. In these instances the organization's contact person will be informed and every effort will be made to arrange an alternate date. The library is not responsible for notifying group members of a cancellation or advertising changes in the community room schedule.
- The library reserves the right to review all materials distributed at meetings and to approve any signage to be displayed on library property. The sale of items at programs may be permitted with board approval.
- The library reserves the right to determine the number of events that will be held simultaneously at its facility.
- Upon request, the library's laptop, projector and screen are available for use by groups during their scheduled meeting. The Library staff is not responsible for training or setup of these devices.
- All groups are responsible for room setup and cleanup. Light refreshments may be served. All refuse from the event serving food or drink must be removed from the building and premises by the organization at the completion of the meeting. If the room is not left clean and setup as it was found, a cleaning fee will be charged. The minimum charge will be \$25. Any damage to equipment or other library property will result in a charge for replacement cost.
- All persons using the community room must adhere to the Beekman Library Patron Code of Conduct.

- Library sponsored or co-sponsored events may be exempt from some of the above regulations at the discretion of the Library Administration.