

PUBLIC SPACE

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.

General Community Room Guidelines:

- 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 for meetings, classes, workshops and programs.
- For-profit organizations will be charged a fee of \$50 an hour for use of the Community Room. The fee is payable the day of the event to the Director or Assistant Director.
- The use of the name, address or telephone number of the Beekman Library as the address for any group or organization using the library for meeting purposes is prohibited.
- All publicity for non-library events held at the Library must be clear as to the sponsoring organization. Publicity generated by a group may recite the Library name and address only in terms of the location of the event.
- The library reserves the right to review all content, whether written, pictorial, or recorded, which will be distributed or shown at meetings, and to approve any signage to be displayed on library property. The library also reserves the right to review any audio and/or visual recordings that have been made of similar events or presentations. The applicant may be asked to provide a copy of such recordings or a web link. The sale of items at programs may be permitted with board approval.
- The library cannot guarantee the space for regularly scheduled meetings.
- The library reserves the right to close the Library in inclement weather or emergencies.
- 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 determine the number of events that will be held simultaneously at its facility.

- 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.

Reserving the Community Room

- Community Room reservations must be made at least one month in advance by completing a community room application and submitting it to the Library Director for approval.
- The community room must be reserved by an adult 18 years of age or older.
- Use of the Community Room by outside groups will only be permitted where the organization has submitted proof of liability insurance with the application.

Care and upkeep of room during use by outside groups

- 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. No alcohol is allowed at non-library sponsored events.
- 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 \$150.
- 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