

## **Policy on Conference Room and Common Area Use of Space**

The Board of Directors subscribes to Article VI of the Library Bill of Rights which states that, “libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis regardless of the benefits or affiliations of individuals or groups requesting their use.” However, granting of permission to Beekley Library facilities does not in any way constitute an endorsement of the group’s particular beliefs or purposes by the Beekley Library, its Board of Director, or its staff.

In order to provide community members with the opportunity to enjoy the full use of facilities administered by the Beekley Library while at the same time recognizing the primary responsibility for providing uninterrupted library services to the Library’s patrons, the Board of Directors has adopted the following rules regarding the use of the public space.

The **Conference Room** is defined by the room with 1 table and 12 chairs with two sets of closing doors.

The **Common Area** is defined by the area within the magazines between the Circulation Desk and the Front Door.

The Conference Room and the Common Area are spaces that are open to the general public and free of charge.

Any individual or group that uses the Conference Room or Common Area agrees to indemnify and to hold harmless the Beekley Library, Inc. and its Board of Directors, and its employees from any and all claims, actions, causes of action of any kind which may arise out of use of Beekley library space by such an individual or group.

### **Eligibility of Use of Space**

1. The use of Beekley space is limited to use by non-commercial groups. No fee is charged for its use. No dues or donations may be charged or solicited by users for any meeting or program.
2. Beekley Conference Room may not be used for private parties, political fundraising, or other fundraising activities except for non-commercial, non-profit, tax- exempt groups.
3. Beekley Conference Room is available for use by patrons eighteen years of age or older. Those under the age of eighteen also may use the Conference Room when an adult parent or guardian has read and signed the application form and when the sponsoring group provides adequate adult supervision during the meeting time.
4. The library reserves the right to seek references for any groups before booking either the Conference Room or Common Area of the Beekley Library.

### **General Rules and Restrictions for Conference Room or Common Area:**

1. Hours of availability: Limited to regular library hours, unless it’s a library-sponsored event in which case special permission is granted by the Director and Board of Directors.

#### **Regular Library Hours are:**

**Mondays:** 12-6 p.m.

**Tuesdays:** 10 a.m.-8 p.m.

**Wednesdays:** 10 a.m.-6 p.m.

**Thursdays:** 10 a.m.-8 p.m.

**Fridays:** 10 a.m.-6 p.m.

**Saturdays:** 9 a.m.-12 p.m. (Memorial Day-Labor Day)

9 a.m.-3 p.m. (the rest of the year)

**Sundays:** Closed

2. Staff must close the library promptly. Your cooperation is appreciated. Please plan to end your meeting or event 15 minutes before the library closes.
3. Availability of the Conference Room or Common Area shall be on a first-come, first-serve basis. To allow for the most access for the most organizations, the number of meetings allowed may be limited to once per month. The time limit for usage is two hours.
4. The following priorities shall prevail in case of conflict:
  - a. A group affiliated with or sponsored by the library.
  - b. A New Hartford-based non-profit group.
  - c. Other groups.
5. Applications may be accepted for up to two (2) months in advance of the requested date(s) of use. A reservation least one week in advance is recommended.
6. All activity must comply with local fire code regulations.
7. The sponsoring group may not require sign-in of attendees nor should any follow-up contact be made at the sponsor's initiation. Voluntary sign-in and voluntary follow-up contacts by attendees is allowed.
8. Any advertising and press releases by the sponsoring group should direct the public to the sponsoring group, not the library, for information regarding the program, and a contact name and telephone number must be provided.
9. Notice of cancellation of room use should be given to the library as soon as possible. It is the responsibility of the group using the Conference Room or Common Area to notify the public of a change of date, time, or cancellation.
10. Groups using the Conference Room or Common Area will be responsible for:
  - a. Proper supervision
  - b. Setting up chairs, tables, etc. if necessary
  - c. Restoring the space to the same condition in which it was found.
  - d. Costs arising from any loss, damage, or excessive janitorial services.
11. Light refreshments, but no alcohol or full meals, may be served. You will need to provide all food, beverages, paper goods, and/or equipment. Clean-up after the event is mandatory.
12. Groups showing films or using other media must secure and show proof of all necessary performance rights or agree in writing to indemnify the library for any failure to do so.
13. Local telephone calls may be made in emergency situations. Please contact a staff member for assistance. The library staff will not take incoming phone messages for outside groups.
14. Do not store materials at the library before or after your reserved time.
15. The library is not responsible for damage to materials or equipment brought in by a group.
16. The library is not responsible for providing support materials.
17. Users must be considerate of library patrons and not disrupt normal library operations. All groups using the Conference Room or Common Area must abide by our Behavior Policy.

*~Approved by the Beekley Library Board of Directors August 25, 2021*

**Beekley Library Conference Room Reservation Form**

Any individual or group that uses the Conference Room or Common Area agrees to indemnify and to hold harmless the Beekley Library, Inc. and its Board of Directors, and its employees from any and all claims, actions, causes of action of any kind which may arise out of use of Beekley library space by such an individual or group.

**General Rules and Restrictions:**

- Capacity of the Room: 12 people  
Provisions: 1 table and 12 chairs.  
The library is not responsible for providing support materials.
- Hours of availability: Limited to regular library hours, unless it's a library-sponsored event in which case special permission is granted by the Director.

**Regular Library Hours are:**

**Mondays:** 12-6 p.m.

**Tuesdays:** 10 a.m.-8 p.m.

**Wednesdays:** 10 a.m.-6 p.m.

**Thursdays:** 10 a.m.-8 p.m.

**Fridays:** 10 a.m.-6 p.m.

**Saturdays:** 9 a.m.-12 p.m. (Memorial Day-Labor Day)

9 a.m.-3 p.m. (the rest of the year)

**Sundays:** Closed

**Preferred Meeting Day of Week & Date:** \_\_\_\_\_

Start Set Up Time: \_\_\_\_\_ a.m. / p.m. Meeting End Time: \_\_\_\_\_ a.m. / p.m.

Meeting Start Time: \_\_\_\_\_ a.m. / p.m. End Clean Up Time: \_\_\_\_\_ a.m. / p.m.

**Second Choice Meeting Day of Week & Date:** \_\_\_\_\_

Start Set Up Time: \_\_\_\_\_ a.m. / p.m. Meeting End Time: \_\_\_\_\_ a.m. / p.m.

Meeting Start Time: \_\_\_\_\_ a.m. / p.m. End Clean Up Time: \_\_\_\_\_ a.m. / p.m.

Organization/Group: \_\_\_\_\_

Purpose of the meeting: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# of expected people: \_\_\_\_\_

I have read and agree to the **Policy on Conference Room and Common Area Use of Space**. This meeting is being held by a non-profit and is completely free and open to the public.

I will provide a copy of our Certificate of Insurance showing proof and add Beekley as an additional insured.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*You will be notified by the Director when your reservation is confirmed.*

*~Approved by the Beekley Library Board of Directors August 25, 2021*

## Beekley Library Common Area Reservation Form

Any individual or group that uses the Conference Room or Common Area agrees to indemnify and to hold harmless the Beekley Library, Inc. and its Board of Directors, and its employees from any and all claims, actions, causes of action of any kind which may arise out of use of Beekley library space by such an individual or group.

### General Rules and Restrictions:

- Capacity of the Space: 45 chairs
- Hours of availability: Limited to regular library hours, unless it's a library-sponsored event in which case special permission is granted by the Director.

### Regular Library Hours are:

**Mondays:** 12-6 p.m.

**Tuesdays:** 10 a.m.-8 p.m.

**Wednesdays:** 10 a.m.-6 p.m.

**Thursdays:** 10 a.m.-8 p.m.

**Fridays:** 10 a.m.-6 p.m.

**Saturdays:** 9 a.m.-12 p.m. (Memorial Day-Labor Day)

9 a.m.-3 p.m. (the rest of the year)

**Sundays:** Closed

**Preferred Meeting Day of Week & Date:** \_\_\_\_\_

Start Set Up Time: \_\_\_\_\_ a.m. / p.m.      Meeting End Time: \_\_\_\_\_ a.m. / p.m.

Meeting Start Time: \_\_\_\_\_ a.m. / p.m.      End Clean Up Time: \_\_\_\_\_ a.m. / p.m.

**Second Choice Meeting Day of Week & Date:** \_\_\_\_\_

Start Set Up Time: \_\_\_\_\_ a.m. / p.m.      Meeting End Time: \_\_\_\_\_ a.m. / p.m.

Meeting Start Time: \_\_\_\_\_ a.m. / p.m.      End Clean Up Time: \_\_\_\_\_ a.m. / p.m.

Organization/Group: \_\_\_\_\_

Purpose of the meeting: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# of expected people: \_\_\_\_\_

I have read and agree to the **Policy on Conference Room and Common Area Use of Space**. This meeting is being held by a non-profit and is completely free and open to the public.

I will provide a copy of our Certificate of Insurance showing proof and add Beekley as an additional insured.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*You will be notified by the Director when your reservation is confirmed.*

*~Approved by the Beekley Library Board of Directors August 25, 2021*