

Beekley Library Conference Room Requests

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 Directors, 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 conference room. The use of our library common areas (any area outside of the conference room that is open to the public) is limited to activities that do not disturb regular library functions. Failure to adhere to conference room policy may result in the revocation of the ability of future reservations.

The conference room is available for use during library hours for non-commercial and non-profit (tax-exempt) groups. The room is available on a first-come, first-serve basis. Individuals may use the conference room for non-commercial purposes. The room may be reserved for up to 2 hours, 2 times a month by the same individual or group. Activities must end 15 minutes before library closing time to ensure the staff are able to promptly close the library.

Regular library hours are:

Mondays: 12-6 pm

Tuesdays: 10am – 8pm

Wednesdays: 10am – 6pm

Thursdays: 10am – 8pm

Fridays: 10am – 6pm

Saturdays: 10am – 3pm

Sundays: 1pm – 4pm

Summer hours (Memorial Day – Labor Day) :

Weekdays: same as above

Saturdays: 10am – 1pm

Sundays: closed

The following restrictions are in place to ensure equitable use of the conference room:

- Conference room users may not charge admission, make sales, or require donations
- Users may not restrict access; the library is open to the public.
- Users may not require sign-ups or the collection of attendee information, though voluntary sign-ups/registration is permitted.
- Fundraising is not allowed except by the Licia & Mason Beekley Community Library BookFriends or in the case of library-sponsored events.
- The conference room is available to patrons eighteen years of age and older. Those under the age of eighteen may use the room when an adult parent/guardian assumes responsibility for them and the sponsoring group provides supervision.

