



Meeting Room Policy

The Beardsley & Memorial Library meeting rooms are available to Winsted, Barkhamsted and Colebrook charitable not-for-profit organizations whose missions are to specifically benefit these communities. The rooms are not available for political or religious purposes or private functions. The scheduling of meetings is subject to the approval of the Executive Director.

Organizations that do not meet the requirements (letter from the Attorney General 501C3 or a tax exempt number) can use the meeting rooms, subject to availability, for \$50.00 per half day and \$100 for a full day. The Library must not be used as the official address or headquarters of any organization or business. No external publicity citing the Library as meeting place is allowed.

A meeting room is also available without charge for gratis tutoring. The Library supports the economic development efforts of the area and therefore makes available the use of a meeting room to Winsted, Barkhamsted and Colebrook businesses.

Availability and Application for Use

- Meeting rooms are available during library hours.
- Maximum capacity of the Community Room (basement) is **35** persons with tables and chairs.
- Maximum capacity for the Smart Space (basement) is **25** people.
- Availability of the Rooms shall be on a first-come, first serve basis.
- The Board of Trustees authorizes the Director to determine the appropriateness of the activity.
- An appeal may be made to the Board of Trustees. In no case shall any organization be permitted access to a meeting room and equipment without prior approval.

Guidelines Governing Use of the Meeting Rooms

Priority in Scheduling use of the Rooms shall be as follows:

- Library sponsored, or co-sponsored programs.
- Friends of the Beardsley & Memorial Library.
- Towns of Winchester, Barkhamsted and Colebrook.

- Groups whose headquarters are in, or who provide services to the residents of these communities.
- Out-of-region groups.

General Rules

- The fact that a group or individual is permitted to use the Meeting Room does not in any way constitute an endorsement of the group's policies or beliefs.
- Groups using a Meeting Room will be responsible for costs arising from any damage or loss to the library during use.
- The library is not responsible for setting up or taking down the room for non-library sponsored events.
- After you use the space cleanup it is your responsibility.
- Groups booking a Meeting Room must adhere to posted fire codes regarding the number of people allowed in the room.
- All Activities conducted in the Meeting Room must be free of charge. For-profit fund-raising activities are not permitted.
- The library must not be used as the official address or headquarters of any group or organization.
- No smoking, vapor usage or alcohol beverages will be permitted.
- The Beardsley & Memorial Library or its employees, Trustees, and volunteers are not liable for any claims arising out of the use of the facility.
- For ongoing meetings, we ask for the group to check in once a month to make sure the space is available due to the Guidelines Governing Use of the Meeting Rooms listed above.

Approved By Board of Trustees
March 2023