

Meeting Room Policy

The Beaumont Public Library System provides meeting rooms for the use of the Library first and foremost, and the general public second.

- **The Library meeting rooms are open for use to civic, educational, literary, historical, and cultural organizations.**
- **They are not available for social or commercial purposes. The rooms are on a first come first served basis.**
- **The meeting rooms must be reserved by adults through the library by the completion of an application for room use.**
- **All applications must be approved by the branch manager at each branch.**
- **Meeting rooms are to be used during the hours the library is open. Special circumstances will be handled on a case by case basis.**
- **Admission should be free to any event held in Beaumont Public Library meeting rooms.**
- **Meeting room fees are \$10.00 per hour with a one hour minimum. Fees can only be waived by order of the city management.**
- **The Library System reserves the right to change or cancel reservations in the event of emergencies, special library programs, or if the library property is not cared for properly. All entities making the reservation are responsible for any damages to the premises.**
- **No materials belonging to the user may be stored at the library unless permission is secured from the Branch Manager.**
- **Any special arrangements needed for the room should be communicated to the Branch Manager at least 3 days in advance.**
- **All cancellations must be communicated to the Branch Manager at least 24 hours in advance. Cancellations less than 24 hours will not receive a refund of room fees.**
- **With prior approval food and beverages may be served in the meeting rooms. A \$75.00 dollar (refundable) cleaning and damage deposit must be made before utilizing the room. Cleaning of the rooms is the responsibility of the user not the library. Deposits will not be refunded if the rooms are left dirty.**
- **NO alcoholic beverages may be served or consumed on library premises.**
- **The library is not responsible for the content of events held in the library meeting rooms. Complaints about event or program content should be presented to the organization hosting the event.**