

Conference Room Use Policy

The Briarcliff Manor Public Library's McGroddy Family Conference Room, located on the second floor of the Library, may be reserved for patron use for in person or virtual meetings, in accordance with the Library Bill of Rights.

- Priority for use is given to Library sponsored programs and use.
- Room reservations are made on a first come first served basis.
- Reservations should be made with the Library Director by calling 914-941-7072 or emailing dpesce@wlsmail.org.
- A room reservation should be canceled as soon as possible if needs change. If the Library closes due to an emergency (e.g., weather), all meetings are canceled.
- The room may be reserved for a maximum of two hours (2 hours) and is held for 15 minutes after reservation begins and may be forfeited after that time.
- Room reservations may be booked up to two weeks in advance.
- The room may be reserved up to two times per calendar month by the same patron.
- The room seats about 8 people comfortably. Room capacity is for 6 people when social distancing policies are in place.
- The room is available from 10:00 a.m. until 15 minutes before the Library closes
- The Library's Code of Conduct must be followed or patrons will be asked to leave the room.
- The Library does not accept any responsibility for damage, loss, or theft of personal property.
- Eating or drinking is not allowed.
- The room must be left neat and in good order.
- The Library Board may amend the policy.
- Any patron denied use of the room may appeal to the Library Board of Trustees.

Adopted by the Briarcliff Manor Public Library Board of Trustees on October 13, 2021.