

HENRIETTA HANKIN BRANCH OF THE CHESTER COUNTY LIBRARY MEETING ROOM USE POLICY

Henrietta Hankin Branch Library's meeting rooms are used for Library and County purposes and are also provided to the public for cultural, civic and educational purposes. Meeting rooms will, to the extent that is legal and consistent with Library policies, be made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to meet at the Library does not constitute an endorsement of that group's policies or beliefs. Attendance at meetings is limited by order of the Fire Marshall.

Five rooms are available for use as indicated below:

Community Room	maximum 65 persons - no chairs/tables maximum 48 persons - chairs only (theater style) maximum 12 persons - seated on 1 side of table (classroom style) maximum 24 persons - seated on 2 sides of table (banquet style) maximum 21 persons – seated on 1 side U tables maximum 42 persons – seated on 2 sides U tables
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Small Conference Room A maximum 8 persons

Small Conference Room B maximum 6 persons

Annex	maximum 140 persons – no chairs/tables maximum 90 persons – chairs only (theater style) maximum 36 persons – seated on 1 side of table (classroom style) maximum 72 persons – seated on 2 sides of table (banquet style) maximum 24 persons – seated on 1 side of U tables maximum 50 persons – seated on 2 sides of U tables
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Annex Room A maximum 8 persons

Maximum seating for these rooms is in compliance with local fire codes. The maximum seating code must be strictly enforced and should be considered when scheduling.

SCHEDULING AND ELIGIBILITY

Requests for use of meeting rooms will be made through the online Room Reservation system available on the Library's website. Reservations for organizations may be made up to six months in advance. Meeting rooms are available during regular library hours, including weekends. Applicants must be age 18 or older.

Meetings sponsored by the Library and the County will take precedence; therefore it may be necessary in unusual circumstances to preempt the booking of another organization. When this happens, the Library will contact the organization as soon as possible and the rental fee will be reimbursed.

Meeting rooms can be used by non-profit or for profit organizations and by individuals, for private or public meetings or workshops. (See Restrictions for sales activity, membership dues, admission fees, etc.)

Submitting a room request through the online Room Reservation system signifies the organization's agreement to comply with the Library's Meeting Room's Use Policy.

An organization's program will not be confirmed until the online room request has been approved, and the rental fee and Certificate of Insurance (if applicable) have been submitted to the Branch Manager. Should the required Certification of Insurance and payment not be received within seven (7) days after approval of the request, the organization's reservation may be cancelled upon notification by the Library. It is the responsibility of the organization to notify its attendees of the cancellation.

FEES AND CERTIFICATE OF INSURANCE

A fee is charged for meeting room use, with a differential between for-profit and non-profit/individual users. The Chester County Library Board and/or the Branch Manager reserve the right to waive the fee.

Reservations

Community Room and Annex

- For profit - \$60/reservation
- Non-profit
 - \$35/reservation
 - Frequent Use - \$15/reservation (must pay for a minimum of 6 reservations in advance)
 - Groups of children under 18 years of age and their adult group leaders/caretakers are excluded from rental fees
- Individual(s)
 - \$35/reservation
 - Frequent Use - \$15/reservation (must pay for a minimum of 6 reservations in advance)
 - Groups of children under 18 years of age and their adult group leaders/caretakers who are non-profit are excluded from rental fees.

Small Conference Room A, Small Conference Room B and Annex Room A

- For profit - \$30/reservation
- Non-profit
 - \$15/reservation
 - Frequent Use \$5/reservation (must pay for a minimum of 6 reservations in advance)
- Individual(s)
 - \$15/reservation
 - Frequent Use \$5/reservation (must pay for a minimum of 6 reservations in advance)

Walk in Use – available for non-profits and individuals

Staff at the Adult Reference Desk can check room availability.

User will need to sign in at the Adult Reference Desk and pay the fee.

Small Conference Room A, Small Conference Room B and Annex Room A

- \$5 per use.

Community Room and Annex

- \$15 per use.

For-profit organizations wishing to use the Community Room or Annex must provide a Certificate of Insurance on an annual basis. The Certificate of Insurance must be a minimum of \$1,000,000.00 per occurrence with \$1,000,000.00 aggregate. The Henrietta Hankin Branch of the Chester County Library and the County of Chester must be listed as Additional Insureds.

CANCELLATIONS

In the event of an emergency or weather closing, the Library will not remain open for meeting room use and the rental fee will be reimbursed. If the Library closes due to an emergency or weather, the organization's contact person will be contacted by the Library. It is the responsibility of the organization to notify attendees of the cancellation.

In the event that an organization cancels its meeting, the meeting room fee will be reimbursed if the library is given two weeks prior notice.

MEETING HOURS

With the exception of Library or County sponsored meetings, meeting rooms are available Monday-Thursday, 9:30 AM-7:30 PM; Friday, 9:30 AM-5:30 PM; Saturday, 9:30 AM-4:30 PM and Sunday, 1:00-4:30 PM. **Programs must conclude no later than 7:45 PM, Monday-Thursday; 5:45 PM, Friday; 4:45 PM, Saturday-Sunday.** The Library is closed on Sunday from Memorial Day through Labor Day.

USE OF MEETING ROOMS AND PUBLICITY

The organization sponsoring the meeting must adhere to the meeting room capacity and refuse entrance when the room has reached capacity. The Library reserves the right to monitor the number of attendees to ensure that fire code regulations are observed.

Publicity for a meeting must clearly identify the sponsoring organization. Publicity cannot state or imply that the Library is a sponsor or co-sponsor of a meeting without its express permission. The Library's phone and/or fax numbers and e-mail addresses are not to be included in any publicity publicizing the meeting. The organization may not list the address of the Henrietta Hankin Branch Library as its official address.

Publicity for a meeting must clearly identify in which room the meeting will be held.

The Library will not publicize an organization's meeting. The organization may post a sign advertising its meeting outside the meeting room door during the program.

The main meeting room doors must remain closed but unlocked during a program.

Persons attending meetings are subject to all Library rules and regulations. Failure to abide by Library rules, regulations and this Policy, or to cooperate with Library staff, will result in cancellation or refusal of future room use privilege. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to library services, abusive or dangerous to the building, library materials, exhibits, furnishings or individuals in the building.

The organization using a room is responsible for its own actions and that of its guests. Those using a room are cautioned that children under the age of ten (10) may not be left unattended in the Library.

Organizations using the meeting rooms must observe the public accommodation provisions of the Pennsylvania Human Relations Act under which it is unlawful "to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, handicap or disability, use of guide or support animals due to blindness, deafness, or physical handicap or because the user is a handler or trainer of guide or support animals."

Trash should be placed in receptacles and table tops cleaned before leaving the room.

RESTRICTIONS

The following are strictly prohibited in the Library and meeting rooms: alcoholic beverages, smoking, gambling and controlled substances.

Membership dues must not be a requirement for attending the meeting, nor are non-members to be solicited for money at the meeting.

Meeting rooms cannot be used for private social functions (e.g. private parties, receptions, etc.), sales activity, membership drives, fund-raising, nor can admission or dues be charged, with the exception of activities sponsored by the Library or the County.

For-profit businesses are not permitted to solicit attendees for business, nor are they permitted to place advertising material on library walls or bulletin boards. Literature with a business name may be provided (for attendees to pick up, if desired, but not handed out.

No items may be taped, tacked or nailed to the doors, windows or walls. An organization must remove any display or handout materials from the meeting room after a meeting.

Organizations may not use the exterior doors in the Annex as an entrance or exit. This door is on a 24 hour alarm and is for emergency purposes only.

Permission to use meeting rooms is not transferable to another individual or organization.

USE OF INTERNET

Wireless Internet service is available in all meeting spaces.

FURNITURE ARRANGEMENT AND EQUIPMENT

The Library will set up the meeting room, when possible, providing tables, chairs, podium, and projector screen. Arrangements for set up and use of these items must be made in advance through the online Room Reservation system **The Library does not provide equipment assistance, additional audio visual equipment, microphones or sound equipment, computers, coffee pots or extension cords** If the room cannot be set up in advance due to a prior meeting, the organization will be responsible for setting up the room. To confirm meeting room set up, the organization should contact the Branch Manager at least 48 hours before the reservation date. The organization may be asked to help set-up for the next event.

Organizations bringing in equipment (audio visual, computers, coffee pots, etc.) for a program or event will submit, on their room request form, a complete listing of such equipment. All equipment must be removed at the conclusion of the program or event.

FOOD AND BEVERAGES

Those using the Meeting Room may bring light refreshments. Catering service must be approved in advance by the Branch Manager. Organizations must provide their own coffee service or equipment. Use of the Library kitchenette in the Community Room and in the Annex is allowed. Food/refreshments may not be carried into other parts of the building. Organizations must properly dispose of trash in the containers provided by the Library.

No catered events, coffee makers or other food preparation items are allowed in the Small Conference Rooms or Annex Room A. However, light refreshments are permitted.

PARKING FACILITIES

Handicapped parking is available in the Library's parking lot. Additional parking is available along the street.

DAMAGES

The organization making a request for use of meeting rooms assumes all responsibility for damage to Library property and for leaving the premises in the same condition in which it was found. Damage to the facility or equipment will be billed to the organization responsible for the room. Any damage must be reported to the Public Information Office promptly.

DISCLAIMERS

The Chester County Library Board of Trustees reserves the right to change this policy as necessary.

The Henrietta Hankin Branch of the Chester County Library, County of Chester, their employees and agents, and the Chester County Library Board of Trustees do not advocate or endorse the viewpoints of any organizations using the Library's meeting rooms.

The Library is not responsible for damage to or theft of equipment used or left in the room, including but not limited to damage by viruses to software on computers. The Library assumes no responsibility for materials left on the premises, and will not store or maintain materials or files. The Library will contact the organization regarding equipment or materials to be removed. After 15 days, they will be disposed of at the discretion of the Library.

The Library reserves the right to disallow or revoke permission granted to organizations for use of the meeting rooms on a case-by-case basis if that organization has previously violated these rules, or if it is believed by the Library that use of the meeting rooms will interfere with Library operations, adversely affect public safety or cause public disturbances.

Organizations which do not fulfill their obligations as enumerated in this policy may be denied use of meeting facilities in the future. A list of these organizations will be kept in the Library's Public Information Office. If the organization wishes to appeal the refusal, it may submit a letter of appeal to the Library Board.

The Henrietta Hankin Branch of the Chester County Library, County of Chester, their employees and agents, the Board of Trustees and West Vincent Township shall not be liable to any group, organization, or person attending a meeting. Any group, organization and person, jointly and severally, hereby agrees to, and shall indemnify and hold harmless the Henrietta Hankin Branch of the Chester County Library, County of Chester, their employees and agents, the Board of Trustees and West Vincent Township from any and all claims, suits, damages, losses or injuries which they may sustain, or are alleged to have sustained, while using the meeting room, including, but not limited to, use of a meeting room, kitchen facilities, rest room facilities and means of egress and ingress to the Library building and the meeting room.

Approved by Chester County Risk Management - February 2, 2004

Adopted by the Chester County Library Board of Trustees - February 17, 2004

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