

## **CHESTER COUNTY LIBRARY MEETING ROOM USE POLICY**

Meeting rooms at the Chester County Library and its Henrietta Hankin Branch (Library) 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 permissible 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.

### **CHESTER COUNTY LIBRARY MEETING ROOMS**

#### **Robert G. Struble Room**

maximum 120 persons - no chairs/tables  
maximum 100 persons - chairs only (theater style)  
maximum 48 persons - seated on 1 side of table (classroom style)  
maximum 72 persons - seated on 2 sides of table (banquet style)  
maximum 27 persons – seated on 1 side U tables  
maximum 54 persons – seated on 2 sides U tables

#### **M. Elizabeth Burke Meeting Room**

maximum 20 persons – 20 chairs seated around 1 table

### **HENRIETTA HANKIN BRANCH MEETING ROOMS**

#### **Annex**

maximum 140 persons – no chairs/tables  
maximum 100 persons – chairs only (theater style)  
maximum 48 persons – seated on 1 side of table (classroom style)  
maximum 72 persons – seated on 2 sides of table (banquet style)  
maximum 27 persons – seated on 1 side of U tables  
maximum 54 persons – seated on 2 sides of U tables

#### **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 14 persons – seated on 1 side U tables  
maximum 18 persons – seated on 2 sides U tables

**Small Conference Room A** maximum 8 persons

**Small Conference Room B** maximum 6 persons

**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 at [www.chescolibraries.org](http://www.chescolibraries.org). Room reservations are generally reviewed within 48 hours of being submitted and may be made up to three months in advance. Owing to heavy demand, it is usually not possible for an organization to use a room on a regular weekly or monthly basis. Organizations that partner with the Library in providing programs for the public are exempt from this limitation. Meeting rooms are available during regular Library hours, including weekends. However, programs must conclude one half hour before closing.

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 for private or public meetings or workshops. (See Restrictions for sales activity, membership drives, admission fees, etc.)

Submitting a room request through the online Room Reservation system signifies the organization's agreement to comply with and be bound by the Library's Meeting Room Use Policy. Applicants must be age 18 or older.

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 Library. The organization's reservation may be cancelled if payment is not received prior to use of the room. 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. The Chester County Library reserves the right to waive the fee.

### **Chester County Library**

- Struble Room and M. Elizabeth Burke Meeting Room
  - For profit - \$100/reservation
  - Non-profit and Individual - \$35/reservation
  - Walk in Use – Struble Room \$15/use, Burke Meeting Room \$10/use\*

### **Henrietta Hankin Branch Library**

- Community Room and Annex
  - For profit - \$60/reservation
  - Non-profit and Individual - \$35/reservation
    - Frequent Use - \$15/reservation (must pay for a minimum of 6 reservations in advance)
  - Walk in Use - \$15/use\*
  
- Small Conference Room A, Small Conference Room B and Annex Room A
  - For profit - \$30/reservation
  - Non-profit - \$15/reservation and Individual
    - Frequent Use \$5/reservation (must pay for a minimum of 6 reservations in advance)
  - Walk in Use - \$5/use\*

\* User will need to check in at the Adult Reference Desk, at which time staff will determine room availability and arrange for payment.

For-profit organizations 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 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, every effort will be made to notify the organization's contact person. Closings will be posted on our website at [www.chescolibraries.org](http://www.chescolibraries.org) and on the Library's main phone numbers. 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 at the discretion of the Library.

### **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 promoting the meeting. The organization may not list the address of the 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 meeting room doors must remain 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 thirteen (13) 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."

## **RESTRICTIONS**

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

Admission fees 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, fundraising, nor can admission 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 emergency doors as an entrance or exit. These doors are on a 24 hour alarm and are 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. If a wired Internet connection is required, the organization must obtain approval to use the Library's wired Internet connections when reserving the room.

## **FURNITURE ARRANGEMENT AND EQUIPMENT**

The Library will set up the meeting room, when possible, providing tables, chairs, podium, projector and 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. In some cases, the organization may be asked to help set up for the next event. To confirm meeting room set up, the organization should contact the Library at least 48 hours before the reservation date.

Organizations bringing in equipment (audio visual, computers, coffee pots, etc.) for a program or event will submit, on their room request, 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 Library. Organizations must provide their own coffee service or equipment. Use of the Library kitchenettes (if available) 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.

## **PARKING FACILITIES**

Handicapped parking is available at both facilities.

## **DAMAGES**

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

## **DISCLAIMERS**

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

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 maintained. If the organization wishes to appeal the refusal, it may submit a letter of appeal to the Library Board.

The Chester County Library, County of Chester, their employees and agents, and the Board of Trustees 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 Chester County Library, County of Chester, their employees and agents, and the Board of Trustees 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*  
*Revised & approved by the Chester County Library Board of Trustees - May 20, 2008*  
*Revised & approved by the Chester County Library Board of Trustees - May 24, 2011*  
*Revised & approved by the Chester County Library Board of Trustees-October 15, 2013*  
*Revised & approved by the Chester County Library Board of Trustees May 22, 2018*  
*Revised & approved by the Chester County Library Board of Trustees May 14, 2019*