

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 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.

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

SCHEDULING AND ELIGIBILITY

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 individual or organization. When this happens, the Library will contact the individual or organization as soon as possible and any rental fee will be reimbursed.

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. Room reservations are generally reviewed within 48 hours of being submitted and may be made up to three months in advance. Meeting rooms are available during regular Library hours, including weekends. One half hour before closing, programs & meetings must be concluded, room takedown be completed, and all attendees and presenters must have left the meeting room.

Walk-in and same day reservations are available for all spaces except the Robert G. Struble Room or Henrietta Hankin Branch Annex.

Submitting a room request through the online Room Reservation system signifies the individual or organization's agreement to comply with and be bound by the Library's Meeting Room Use Policy. Applicants must be age 13 or older.

An individual or organization's reservation 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 individual or organization's reservation may be cancelled if payment is not received prior to use of the room. It is the responsibility of the individual or 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. The small study rooms located at the Chester County Library Center are available at no charge on a walk-in basis or for a fee if you wish to reserve the space in advance.

Please see Appendix A for occupancy limits and fee schedules.

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

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rental fee will be reimbursed. If the Library closes due to an emergency or weather, every effort will be made to notify the individual or organization's contact person. Closings will be posted on our website at www.chescolibraries.org and on the Library's main phone numbers. It is the responsibility of the individual or organization to notify attendees of the cancellation.

In the event that an individual or organization cancels its meeting, the meeting room fee will not be reimbursed.

USE OF MEETING ROOMS AND PUBLICITY

The individual or 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.

Events may be held that are open public use (meetings which are open to any person, individual or group to attend) or private use (meetings that are not open to anyone to attend, ex. Employees or members of an organization).

Publicity for a meeting must clearly identify the sponsoring individual or 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 individual or 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 individual or organization's meeting. The individual or organization may post directional signage advertising its meeting outside the meeting room during the program, locations must be approved by the Library Director, Manager or Person-In-Charge.

The meeting room doors must remain unlocked when in use.

Persons attending meetings or using Library meeting spaces 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 individual or 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.

Individuals or 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.), direct retail or wholesale sales activity, membership drives, fundraising, nor can admission be charged, with the exception of activities sponsored by the Library or the County.

No items may be taped, tacked or nailed to the doors, windows or walls. An individual or organization must remove any display or handout materials from the meeting room after a meeting. Literature with a business name may be provided (for attendees to pick up if desired).

Individuals or 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.

FURNITURE ARRANGEMENT AND EQUIPMENT

The Library will not set up the meeting room. Tables, chairs, & a podium may be available. Arrangements for use of these items must be made in advance through the online Room Reservation system. The individual or organization will be responsible for setting up the room for their meeting and returning it to the condition when they arrived. In the event that the room is not returned to its original setup, an additional fee of up to \$50 may be charged. No future room use will be approved until that fee is paid.

The Library has limited audiovisual equipment available. Any requested audiovisual equipment, such as microphones, sound equipment, computers, projectors or screens must be requested and confirmed in advance.

Individuals or organizations bringing in equipment (audiovisual, 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 refreshments. Food should not be prepared on site. Catering service, foods requiring temperature maintenance (ex. sterno warmers, etc) and delivery must be approved in advance by the Library. Individuals or 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. Individuals or organizations must properly dispose of trash in the containers provided by the Library. If staff is required to cleanup after the event, an additional fee of up to \$50 may be charged. No future room use will be approved until that fee is paid.

PARKING FACILITIES

Handicapped parking is available at both facilities.

DAMAGES

The individual or 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 individual or 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 individuals or 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 individual or 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 individuals or organizations for use of the meeting rooms on a case-by-case basis if that individual or 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.

Individuals or organizations which do not fulfill their obligations as enumerated in this policy may be denied use of meeting facilities in the future. If the individual or 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
Revised & approved by the Chester County Library Board of Trustees June 15, 2021
Revised & approved by the Chester County Library Board of Trustees June 21, 2022*

MEETING ROOM USE POLICY APPENDIX A: FEE SCHEDULES AND OCCUPANCY LIMITS

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.

Organizations must provide a Certificate of Insurance on an annual basis. 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.

FEES

Robert G. Struble Room or Henrietta Hankin Branch Annex

- For profit - \$100/reservation
- Non-profit or Individual - \$50/reservation
- Frequent Use – deduct \$10/reservation (must pay for a minimum of 3 reservations in advance)
- No walk-in use

M. Elizabeth Burke Meeting Room or Henrietta Hankin Branch Community Room

- For profit - \$50/reservation
- Non-profit or Individual - \$35/reservation
- Frequent Use – deduct \$10/reservation (must pay for a minimum of 3 reservations in advance)
- Walk-in use* - \$15/use (up to 4 hours/use)

Chester County Library: Small Conference Room A, Small Conference Room B, or Small Conference Room E:

- \$10/reservation (up to 4 hours/use)
- Frequent Use – deduct \$5/reservation (must pay for a minimum of 3 reservations in advance)
- Walk-in Use* - \$5/use (up to 2 hours/use)

Chester County Library Small Study Room C, Small Study Room D

- \$5/reservation (up to 4 hours use)
- Frequent Use – deduct \$2.50/reservation (must pay for a minimum of 3 reservations in advance)
- Walk-in Use* – No charge (up to 2 hours use)

Henrietta Hankin Branch: Small Conference Room A, Small Conference Room B, or Annex Room A

- \$10/reservation (up to 4 hours/use)
- Frequent Use – deduct \$5/reservation (must pay for a minimum of 3 reservations in advance)
- Walk-in use* - \$5/use (up to 2 hours/use)

* User will need to check in at the Reference Desk, at which time staff will determine room availability and arrange for payment. Technology Equipment is not available for Walk-in use.

Occupancy limits for each room are on next page.

OCCUPANCY LIMITS

CHESTER COUNTY LIBRARY

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

Small Conference Rooms A, B

- maximum 4 persons

Study Rooms C & D

- maximum 2 persons

Small Conference Room E

- Maximum 6 persons

HENRIETTA HANKIN BRANCH LIBRARY

Henrietta Hankin Branch 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

Henrietta Hankin Branch 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