

# **CHESTER COUNTY LIBRARY AND DISTRICT CENTER MEETING ROOM USE, POLICY, PROCEDURES AND GUIDELINES, APPLICATION FOR USE**

Chester County 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 Mashall.

Two rooms are available for use as indicated below:

**Robert G. Struble Room**      available to the public  
   maximum 120 persons - no chairs/tables  
   maximum 100 persons - chairs only  
   maximum 36 persons - seated on 1 side of table  
   maximum 72 persons - seated on 2 sides of table  
   maximum 27 persons – seated on 1 side U tables  
   maximum 54 persons – seated on 2 sides U tables

**M. Elizabeth Burke  
Board Room**                      available only for Library, County or Library sponsored meetings  
   maximum 20 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 Library's Public Relations Office, 610-280-2615. Reservations for organizations may be made up to two 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. 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 – fee will be reimbursed.

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

The signature of an organization's designee on the attached Application of Use of Meeting Rooms signifies its compliance to the Library's Meeting Room's Use Policy, Procedures and Guidelines.

An organization's program will not be confirmed until the attached form has been signed, and the rental fee and Certificate of Insurance (if applicable) have been submitted to the Public Relations Office. Should the required form and payment not be received within five (5) days prior to the program or event, the organization's program or event request will be cancelled. The Library will contact the organization to inform it of this action. It is the responsibility of the organization to notify its attendees.

## **FEES AND CERTIFICATE OF INSURANCE**

A fee is charged for meeting room use, with a differential between for-profit (\$100/reservation) and non-profit users (\$35/reservation). The Chester County Library Board reserves the right to waive the fee.

For-profit organizations must provide a Certificate of Insurance on an annual basis – to be attached to the Application of Use of Meeting Rooms. 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 – 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-8:30 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 by 8:30 PM, Monday-Thursday; 5:30 PM, Friday; 4:30 PM, Saturday-Sunday. If a meeting has not concluded by these noted times, the Library reserves the right to tell the organization that they must conclude their program or event.

## **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 email addresses are not to be included in any publicity publicizing the meeting. The organization may not list the address of the Chester County Library as its official address.

Publicity for a meeting must clearly identify which room the meeting will be held in – either the Struble Room or Burke Board Room – located on the second floor of the Library.

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.

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."

## **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. Literature with a business name may be provided (for attendees to pick up, if desired) but not handed out.

Due to space limitations, the Library cannot publicize an organization's meeting. The organization may post a sign advertising its meeting outside the meeting room door during the program.

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 door in the Struble Room 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. If a wired Internet connection is required, the organization must contact the Chester County Library's Computer Services Department, 610-280-2660, and obtain written approval prior to using the Library's Internet connections.

## **FURNITURE ARRANGEMENT AND EQUIPMENT**

The Library will set up the meeting room, when possible, providing tables, chairs, podium, projector screen and wipe off board. Arrangements for set up and use of these items must be made in advance. If the room cannot be set up in advance due to a prior meeting, the organization will be responsible for setting up the room.

The organization that books a room may only use equipment as requested on the Application of Use of Meeting Rooms. ***The Library does not provide equipment assistance, audio visual equipment, microphones, computer projection equipment, computers, coffee pots or extension cords.***

Organizations bringing in equipment (audio visual, computers, coffee pots, etc.) for a program or event will submit, on their application, 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 or arrange for outside catering services (food/refreshments must be boxed if provided by a catering service). Organizations must provide their own coffee service or equipment. Use of the Library kitchenette in the Struble Room 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 in the Library's front parking lot. Additional parking is available in the Exton Square Mall's parking garage.

## **DAMAGES**

The organization making application 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 Relations Office 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 kept in the Library's Public Relations Office. 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, the Board of Trustees and West Whiteland 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 Chester County Library, County of Chester, their employees and agents, the Board of Trustees and West Whiteland 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*

*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*



# Application of Use of Meeting Rooms

Public Relations ~ Phone: 610-280-2615 • Fax: 610-280-2694

Your meeting has been tentatively scheduled for the date(s) you have requested. This date(s) will be officially confirmed when the Public Relations Office receives this form, room rental fee and Certificate of Insurance (if applicable). **Make check payable to Chester County Library and mail to: Public Relations, Chester County Library, 450 Exton Square Parkway, Exton, PA 19341.** Form, rental fee and Certificate of Insurance (if applicable) must be received five (5) days prior to meeting (if not received within five (5) days prior to the meeting, the meeting will be cancelled).

Fee Due  \$35.00/non-profit  \$100.00/profit  Waived

Certificate of Insurance  yes  no  Not Required

**PLEASE PRINT**

Applicant's Name \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Room Requested  Struble Room  Burke Board Room  Approximate Attendance \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Starting Time \_\_\_\_\_ AM/PM Ending Time \_\_\_\_\_ AM/PM

*If your meeting is open to the public, it will be listed on the Library's online Event calendar, newsletter calendar and LCD screens. Please provide complete information about your meeting on the other side of this application.*

Type of Meeting  private  open to public

Room Set Up (see pg. 1 for maximum seating)

# chairs  chairs on 1 side of table (classroom style)  screen  
 # tables  chairs on 2 sides of table (classroom style)  podium  
 theater  horseshoe

Equipment Provided by Organization \_\_\_\_\_

Internet Connection Needed  yes  no

*If yes, you must contact the Computer Services Department, 610-280-2660. (All meeting rooms have full wireless Internet.)*

Will light refreshments be served? If yes, please list \_\_\_\_\_

*I have read the policies governing the use of the meeting rooms and hereby agree, intending to be legally bound, for myself, the organization, the membership of the organization, and its guests, to adhere to and be bound by said policies, the terms, conditions and obligations of which are herein incorporated by reference as fully as though they were set forth at length herein, and acknowledge that the Library is relying upon this agreement in permitting the use of a Library meeting room. I also agree that I will make all members and guests aware of said policies of the Library's meeting rooms.*

Signature of Applicant \_\_\_\_\_ Printed Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**STAFF USE ONLY • Date/Initials \_\_\_\_\_**

Date/Time  Scheduled  Confirmed  Cash \_\_\_\_\_ Check # & Name on Check \_\_\_\_\_

Fee Collected  yes  no  na Certificate of Insurance  yes (attached)  no  na

# MEETING INFORMATION

*If your meeting is open to the public, it will be listed on the Chester County Library's online Event calendar, newsletter calendar and LCD screens.*

*You must provide the following information, unless indicated as if applicable or optional.*

## **PLEASE PRINT OR TYPE**

Name of meeting/program as it should appear on listing – if applicable (e.g. How To Buy a New Home) \_\_\_\_\_

\_\_\_\_\_

Name of sponsoring organization as it should appear on listing \_\_\_\_\_

\_\_\_\_\_

Contact's name as it should appear on listing \_\_\_\_\_

Contact's phone number as it should appear on listing \_\_\_\_\_

Contact's E-Mail as it should appear on listing (optional) \_\_\_\_\_

Meeting Day \_\_\_\_\_ Meeting Date \_\_\_\_\_

Actual starting time \_\_\_\_\_ AM \_\_\_\_\_ PM

Actual ending time \_\_\_\_\_ AM \_\_\_\_\_ PM

Is meeting attendance limited to a specific number of people?

\_\_\_\_\_ yes \_\_\_\_\_ if yes, indicate number \_\_\_\_\_ no

Are advance reservations requested/required?

\_\_\_\_\_ yes, requested \_\_\_\_\_ yes, required \_\_\_\_\_ no \_\_\_\_\_ walk-ins welcome

Description of Meeting – 100 words or less (the Library reserves the right to edit description)