

# HENRIETTA HANKIN BRANCH LIBRARY

## MEETING ROOM USE



### POLICY, PROCEDURES & GUIDELINES, APPLICATION FOR USE

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.

Two rooms are available for use as indicated below:

#### **Community Room** available to the public

maximum 65 persons - no chairs/tables (seated on the floor)

maximum 48 persons – chairs only

maximum 12 persons – seated on 1 side of table

maximum 24 persons – seated on 2 sides of table

maximum 21 persons – seated on 1 side of U tables

maximum 42 persons – seated on 2 sides of U tables

light refreshments permitted

#### **Small Conference Room** available to the public

maximum 6 persons

light refreshments permitted

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 & ELIGIBILITY**

Requests for use of meeting rooms will be made through the Library's Branch Manager, 610-321-1707. 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. Meeting rooms are available during regular library hours, including weekends. Applicants must be age 18 or older.

Scheduling of 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 organizations for meetings or workshops and by for-profit organizations for staff meetings or staff workshops.

The signature of an organization's designee on the attached **Application for Use of Meeting Room** signifies its compliance to the Library's meeting room's policy, procedures and guidelines.

An organization's program will not be confirmed until:

- The attached form has been signed
- The rental fee has been submitted to the Branch Manager
- The Certificate of Insurance (if applicable) has been submitted to the Branch Manager.

Upon receipt of the form, Certificate of Insurance and payment, the organization will be contacted by the Library to confirm the program or event. 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 can 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 & CERTIFICATES OF INSURANCE

A fee is charged for meeting room use. The Community Room fees are: for-profit (\$60/reservation) and non-profit (\$35/reservation). The Small Conference Room fees are: for-profit (\$30/reservation) and non-profit (\$15/reservation). The Library Board and/or the Branch Manager 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 for Use of Meeting Room**. 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 Library, 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 organization's designated representative will notify the Library as soon as possible – fee will not be reimbursed.

## 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 by 7:30 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/PUBLICITY

Organizations that normally collect dues from members may do so, but dues payment cannot be a requirement for attending the meeting, nor are non-members to be solicited for money at the meeting.

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 the 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 which room the meeting will be held in – either the Community Room (located at the tower entrance) or the Small Conference Room.

All 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.

Organizations using the meeting room do so at their own risk. 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.

Meeting rooms cannot be used for private social functions (e.g. private parties, receptions, etc.), sales activity, membership drives, fund-raising, nor can admission 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.

The Library may publicize an organization's meeting. The organization may post a sign advertising its meeting on the lobby bulletin boards and 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.

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/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. If the room cannot be set up in advance due to a prior meeting, the organization will be responsible for setting up the room. Arrangements for the use of the projector and screen must be made in advance.

The organization that books a room may only use equipment as requested on the Application for Use of Meeting Room. ***The Library does not provide equipment assistance, audio visual equipment, microphones, 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/BEVERAGES**

Those using the Meeting Room may bring light refreshments. Requests for catering service must be approved in advance by the Branch Manager. Organizations must provide their own coffee service or equipment. Use of the kitchenette in the Community Room is allowed. Organizations are responsible for cleaning up the trash when finished and 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 Room.

## **PARKING FACILITIES**

Handicapped Parking is available around the back of the Library in the parking lot. There is additional parking along the street.

## **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 Branch Manager promptly.

## **DISCLAIMERS**

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 CCL Board of Trustees reserves the right to change this policy as necessary.

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 Branch Manager's Office. If the organization wishes to appeal the refusal, it may submit a letter of appeal to the Library Board.

The Henrietta Hankin Branch Library, Chester County Library, County of Chester, their employees and agents, the Board of Trustees, West Vincent Township 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 Henrietta Hankin Branch Library, Chester County Library, County of Chester, their employees and agents, the Board of Trustees, West Vincent Township 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*

*Updated November 4, 2009*

# Application for Use of Meeting Room

Branch Manager ~ Phone: 610-321-1707 • Fax: 610-321-1728



Your meeting will be tentatively scheduled for the date(s) you have requested. This date(s) will be officially confirmed when the Branch Manager receives this form, room rental fee and Certificate of Insurance (if applicable). 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 program, the program will be cancelled).

## Make check payable to Henrietta Hankin Branch Library and mail to:

Branch Manager  
Henrietta Hankin Branch Library  
215 Windgate Drive, Chester Springs, PA 19425

### Fee Due:

Meeting Room	_____ \$35 /non-profit	_____ \$60 /profit	_____ Waived
Small Conference Room	_____ \$25 /non-profit	_____ \$30 /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: \_\_\_\_\_ Community Room \_\_\_\_\_ Small Conference Room

Approximate Attendance \_\_\_\_\_ (see pg. 1 for maximum seating)

Date(s) Requested \_\_\_\_\_

Starting Time \_\_\_\_\_ AM/PM Ending Time \_\_\_\_\_ AM/PM

Description of Meeting \_\_\_\_\_

Are advance reservations required? \_\_\_\_\_ no \_\_\_\_\_ yes If YES - Please provide phone number where attendees can contact you to make reservations. \_\_\_\_\_

We will be using: \_\_\_\_\_ # chairs \_\_\_\_\_ # tables \_\_\_\_\_ Projector \_\_\_\_\_ screen \_\_\_\_\_ podium  
\_\_\_\_\_ Equipment Provided by Organization (list on back)

Non-wireless Internet Connection Needed? \_\_\_\_\_ yes \_\_\_\_\_ no *If yes, you must contact the Chester County Library's Computer Services Department, 610-280-2660. (the library building has full wireless Internet)*

Will refreshments be served? \_\_\_\_\_ If yes, please describe \_\_\_\_\_

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/Time \_\_\_\_\_ Scheduled \_\_\_\_\_ Confirmed \_\_\_\_\_ Cash \_\_\_\_\_ Check # & Name on Check (attach copy)

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

Computer Services contacted for Internet connection \_\_\_\_\_ yes \_\_\_\_\_ na \_\_\_\_\_

Approved by Date/Initials \_\_\_\_\_