



POLICY NAME: COMMUNITY ROOM

ADOPTED: 20 February 2006

REVISED/RE-APPROVED: November 18, 2019

### **Community Room Policy**

The Trustees of the West Chester Public Library provide Community Room space for Library programs and for other meetings and programs of an informational, educational, cultural, or civic nature. One Community Room is available for public use. It is not the intent of the Library to provide space on a frequent and permanent basis to support the primary activities of a group or organization. Members of the public can attend any meeting or activity booked in public-access rooms. The Library provides these spaces as a public service but does not endorse the view or opinions of any groups utilizing these facilities.

The West Chester Public Library subscribes to the principles set forth in the American Library Association's "Library Bill of Rights" as amended January 23, 1980 (reaffirmed 1/23/96).

Library activities or co-sponsored programs are given priority in the use of the Community Room.

Booking of the Community Room is on a first come first served basis. Application for use of the room should be made with the Library Director. Each individual or group must fill out a Community Room application form and provide name, address and phone number of the sponsor. Reservations will be accepted for up to three months in advance. In the event that a scheduled meeting is cancelled, the Library should be notified as soon as possible. Additionally the Library reserves the right to alter the Community Room schedule according to the Library's needs. The Library will notify the contact person if it needs to close on a scheduled meeting day due to any emergency.

#### **Use of Library Address:**

The name, address, and phone numbers of the Library may not be used as the official address of any organization using the Community Room. Non-Library groups using the rooms may not publicize their activities in such a way as to imply Library sponsorship. Any advertisement for meetings or programs must include the following disclaimer: "*The West Chester Public Library is not sponsoring or endorsing this program or any goods or services offered.*" Copies of all advertisements shall be forwarded to the Library Director.

#### **Smoking and Alcoholic Beverages:**

Smoking and alcoholic beverages are not permitted on Library property.

#### **Reserving the Rooms:**

Applications to reserve the Community Room will be taken whenever the Library is open. Groups must allow at least 48 hours for any application to be processed by staff. No one will be allowed to use the Community Room without an application on file with the Library. The Community Room



may be used during Library hours. The room is available when the Library is open, currently Monday – Wednesday 9:30am to 8:00pm, and Thursday – Saturday 9:30am to 5:00pm. Use of the Library outside of regular hours is by request and must be approved; additional fees may apply.

### **Posting of Community Room Schedule:**

A schedule of individuals or organizations using the Community Room will be posted in the library and/or online for the public.

### **Community Room Description:**

The large multipurpose room will seat 24 on chairs or 20 at tables. The room is wired for computer-based presentations. The room is equipped with a pull down screen and LCD projector with computer. Any group may use the computer and/or LCD projector. Organizations may bring their laptop and projector. Organizations or individuals are responsible to return equipment in the condition they received it. Any damage will be charged to the user. Library personnel are available, with advance notice, on a limited basis to assist with equipment.

### **Use of Kitchen:**

Limited kitchen facilities are available in the Community Room. Food and beverages are allowed only in the Community Room. The kitchen includes a refrigerator, hot-water pot, and sink. If the event is catered, the arrangements with the caterer are the responsibility of the sponsoring group. Groups must bring their own serving and cleaning supplies. No open flames are allowed. Cans of fuel to keep buffet items warm are allowed.

### **Maintenance of Rooms:**

Chairs and tables are available for use. It is the responsibility of the organization or individual to set up the room and then to return the room to the original furniture arrangement and cleanliness. Failure to do so may result in the loss of Community Room privileges. All garbage must be put in trash containers provided by the library. A broom and wet/dry mop are available to clean Community Room floor as needed. Walls may not be used for mounting or hanging pictures, displays, or posters. An easel is available for that purpose. Equipment, materials or furniture may not be stored in the Library. The Library will not assume responsibility when any materials are left.

### **Clean Up and Damage to Facilities:**

The sponsoring group or individual making application for use of Library facilities assumes all responsibility for damage to Library property and for leaving the premises in the condition in which it was found, including arrangement of furnishings and the cleanup of trash.

### **Fire and Security Alarms:**

All groups or individuals must immediately leave the library if any fire or security alarm goes off. Police and the fire station will have been alerted.



### **Fees for Usage:**

Fees for the use of the community room will be imposed based on the current Community Room Fees Schedule:

- non-profit/not-for-profit suggested donation of \$20.00 for up to 4 hours
- for-profit \$80.00 for up to 4 hours

Groups may rent more than one 4 hour block of time.

Fees may be changed without notice, although any individual or group whose application has been accepted and that has paid the appropriate fee before notice of the changed fee schedule, will not be required to pay an additional amount.

Groups using the Community Room may charge for items such as instructional materials or supplies that are necessary to participate in their programs. Any organization or individual conducting sales or charging admission will be charged the for-profit rate for the use of the Community Room. Non-profit/not-for-profit groups may request donations from program participants without incurring the for profit rate for use of the Community Room.

### **Use by literacy tutors:**

The library will make the Community Room available, free of charge, at such times when the room is not being used for library programs or has been reserved by a group to any volunteer literacy/ESL tutor affiliated with a literacy or ESL program in Chester County. Tutors and students are bound by the same guidelines mentioned above, with the exception of Fees for Usage. Tutors are required to fill out a registration form prior to using the room.

### **LIABILITY:**

West Chester Public Library, their employees and agents, the Board of Trustees of the Library, and its members shall not be liable to any group, organization, or person attending a meeting and any group, organization or person, jointly and severally, hereby agrees to, and shall, indemnify and hold harmless the West Chester Public Library, its employees and agents, the Board of Directors of the Library and its members from, any and all claims, suits, damages, losses or injuries which they can sustain, or are alleged to have sustained, while using the Community Room, including, without limitation, use of a Community Room, kitchen, rest room facilities and means of egress and ingress to the Library building and the Community Room.