



POLICY NAME: MEETING ROOMS

ADOPTED: 20 February 2006

REVISED/RE-APPROVED: 21 June 2010

### **Meeting Room Policy**

The Trustees of the West Chester Public Library provide meeting 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 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 all meeting rooms.

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 meeting room application form and provide name, address and phone number of the sponsor. Reservations will be accepted for up to six months in advance. Recurring reservations must be renewed semi-annually to remain in force. 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 meeting room schedule according to the Library's needs. The Library will notify the contact person if it needs to close on a scheduled meeting night 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 meeting rooms, except the Friends of the West Chester Library. 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 should 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 rooms may be used during Library hours. The room is available when the Library is open, currently Monday – Tuesday 9:30am to 8:00pm, Wednesday 1:00pm to 8:00pm and Thursday – Saturday 9:30am to 5:00pm.

### **Posting of Meeting Rooms Schedule:**

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

### **Community Room Description:**

One large multipurpose room will seat 30 on chairs or 22 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 own slide projector or overhead 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 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, coffee maker, and sink. If the event is catered, the arrangements with the caterer are the responsibility of the sponsoring group. However the caterer must schedule with the Library Community Relations Coordinator for a tour of the facility in advance and to confirm time of their arrival. 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 rooms and then to return the rooms 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 sealed trash containers provided by the library. A vacuum cleaner is available to clean community room floors 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 and study rooms will be imposed based on the current Meeting Room Fees Schedule: non-profit/not-for-profit \$40.00 for up to 4 hours, and for-profit \$80.00 for up to 4 hours (groups may rent more than one 4 hour block of time). Groups using the meeting rooms 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 meeting rooms. Non-profit/not-for-profit groups may request donations from program participants without incurring the for profit rate for use of the meeting room.

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

The library will make the meeting 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 in any group, organization and 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 meeting room, including, without limitation, use of a meeting room, kitchen, rest room facilities and means of egress and ingress to the Library building and the meeting rooms.