

**CHESTER SPRINGS LIBRARY  
BISHOP COMMUNITY ROOM**

**Room Use Policy, Procedures and Guidelines  
Application for Use**

**Meeting Room Policy**

Chester Springs Library (the Library) provides space for Library programs and other meetings and programs of an informational, educational, cultural or civic nature.

One meeting room, The Dave Bishop Community Room (Meeting room), is available for public use. The meeting room is made available in accordance with the American Library Association's Library Bill of Rights (1/23/80, reaffirmed 1/23/96). A copy of the Bill of Rights is on file in the Library office and is available upon request.

**Community Room Description**

The Meeting Room is approximately 355 square feet. It is equipped with chairs and tables. Maximum seating for the meeting room is in compliance with local fire codes. The maximum seating code (16 when using tables, 30 with chairs only) must be strictly enforced and should be considered when scheduling. The organization sponsoring the meeting must adhere to the room capacity code 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.

The Meeting Room is wired for computer based presentations. Wireless Internet service is available at all times free of charge. The Library's Internet Use Policy remains in effect at all times.

The Meeting Room is equipped with a pull-down screen and LCD projector with computer. Any group may use the computer and/or projector for a fee of \$20/day. Set up is not included.

Organizations or individuals are responsible for leaving the Meeting Room and equipment in the same condition as was received. Any damage will be charged to the responsible party listed on the attached Application for Use of Meeting Room (Application).

Organizations and individuals may bring their own equipment (audio-visual equipment, computers, coffee pots, extension cords, etc.). A complete list of such equipment must be made on the Application. All equipment must be removed at the conclusion of the program or event.

Library personnel are available on a limited basis to assist with equipment.

### **Scheduling, Availability and Eligibility**

Library activities and/or co-sponsored programs are given priority in the use of all space.

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 may attend any meeting or activity booked in public-access rooms. The Library provides these spaces as a public service but does not endorse or promote the views of the groups utilizing the facilities.

Booking of the Meeting Room is on a first come, first served basis. Applications for use of the Meeting Room should be made with the Library Director. Applications are available at the Library and on the Library website at [www.chesterspringslibrary.org/application-for-use/](http://www.chesterspringslibrary.org/application-for-use/). Each individual or group must complete an Application form and provide name, physical address, email address and phone number of the responsible party.

Applicants must be 18 years of age or older. A group composed of minors (under 18 years of age) must have an adult chaperone present at any program, event or function. This person must also sign the Application as responsible party.

Applications may be returned in person, mailed (Chester Spring Library, 1709 Art School Road, Chester Springs, PA 19425), faxed (610-827-1148) or emailed to [info@chesterspringlibrary.org](mailto:info@chesterspringlibrary.org). Groups must allow up to five (5) business days for any application to be processed.

The Meeting Room is available during Library hours. Requests for use of the Meeting Room after normal operating hours will be evaluated on a case by case and will be charged a (nominal) fee to cover the cost of staff and overhead.

Reservations will be accepted up to six (6) months in advance.

The signature of an organization's designee on the Application signifies its compliance with the Library's policies, procedures and guidelines as outlined in this document.

No reservation is confirmed until the Application has been signed and the rental fee and Certificate of Insurance (if applicable – see Fees for Usage and Certificate of Insurance below) have been received by the Library. No reservation is considered confirmed until the responsible individual or sponsoring organization receives notification in writing from the Library.

Permission for use is not transferable.

### **Fees for Usage and Certificate of Insurance**

Fees for the use of the Meeting Room will be imposed based on the current Meeting Room Fees Schedule as follows:

- Not-for-Profit – \$10.00 per hour
- For-Profit – \$20.00 per hour

Chester Springs Library Board of Trustees (the Board) reserves the right to waive the fee.

Groups using the Meeting Room may charge for items such as instructional materials or supplies that are necessary to participate in the program. Any organization or individual conducting sales or charging admission will be charge the For-Profit rate for use of the Meeting Room. Not-for-Profit groups may request donations from program participants without incurring the For-Profit rate for use of the Meeting Room.

For-Profit organizations must provide a Certificate of Insurance on an annual basis to be attached to the Application for Use of the meeting room The Certificate of Insurance must be a minimum of \$1,000,000.00 per occurrence with \$1,000,000.00 aggregate. Chester Springs Library must be listed as Additional Insured and Certificate Holder.

### **Cancellations**

The Library reserves the right to alter the Meeting Room schedule according to the Library's needs. The Library will notify the contact person named on the Application if it needs to close at a scheduled meeting time due to any emergency. It is the responsibility of the organization's responsible party to notify attendees of the cancellation. In the event of an emergency cancellation, any and all fee(s) will be reimbursed.

In the event that an organization cancels its meeting, any applicable fees will be reimbursed if the Library is given two (2) weeks written notice.

### **Use of Library Address**

The name, address and phone number of the Library may not be used as the official contact information for any organization using the meeting room. Groups using the room may not publicize their activities in such a way as to imply Library sponsorship. Any advertisement must include the disclaimer: *Chester Springs 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.

The only exception of the aforementioned rule is the Friends of Chester Springs Library.

### **Building Access**

Chester Springs Library is fully handicap accessible. Handicap parking is available.

### **Use by Literacy Tutors**

The Library will make the Meeting Room available, free of charge, at such times when it is not being used for Library programs or has not 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 complete an Application prior to using the room.

### **Restrictions**

Smoking, gambling, firearms or other weapons and controlled substances are prohibited on Library property.

Alcoholic beverages are not permitted on Library property. However, exceptions may be granted by the Library Director and/or Board in connection with appropriate circumstances, such as, but not limited to, Friends programs and events.

Organizations or individuals using the Meeting Room 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 base 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 if a handler or trainer of guide of support animals.”

The organization designated on the Application 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.

The Meeting Room doors must remain closed but unlocked during a program or event.

No person or persons may use the emergency door in the Children’s Room as an entrance or exit. This door is on a 24-hour alarm and is for emergency purposes only.

Due to space limitations, the Library cannot publicize any organization’s meeting. The organization may post a sign regarding its meeting outside the Meeting Room immediately prior to and during the meeting.

Membership dues must not be a requirement for attending a meeting, nor are non-members to be solicited for money at any meeting.

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

The room may not be used for private social functions (e.g., private parties or receptions), sales activity, membership drives or fund-raising, nor may admission or dues be charged. Excepted

from these restrictions are activities sponsored by the Library or Friends of Chester Springs Library.

### **Set-Up, Clean-Up, Maintenance and Damages**

It is the responsibility of the organization reserving the room to set up and arrange the furniture in the Meeting Room and then to return it to its original furniture arrangement and cleanliness. All trash and garbage must be put in plastic bags and/or containers provided by the library. A vacuum cleaner is available for use as needed.

Displays, posters and literature connected with a meeting may not be placed anywhere in the Library except in the Meeting Room during the time the meeting is taking place. Equipment, materials or furniture may not be stored in the Library before or after the meeting. The Library does not assume responsibility when any materials are left behind.

Walls may not be used for mounting or hanging pictures, displays or posters. No items may be taped, tacked or nailed to doors, windows or walls. The fireplace is not operational; no materials may be affixed to any part of the fireplace. Organizations must remove any display or handout materials from the Meeting Room after use.

Any damage must be reported to the Library Director promptly.

The responsible person named on the Application assumes all responsibility for damage to the property, including furnishing and equipment.

Failure to return the Meeting Room to its original condition may result in the loss of Meeting Room privileges.

### **Use of Kitchenette**

Limited kitchen facilities are available. Food and beverages are allowed only in the kitchenette and meeting room. The kitchenette includes a sink, microwave and counter space. If an event is catered, arrangements with the caterer are the sole responsibility of the sponsoring organization or individual.

No open flames are allowed. Cans of fuel to keep buffet items warm are allowed.

The sponsoring organization or responsible individual must furnish their own serving and cleanup supplies.

All set-up and clean-up are the responsibility of the sponsoring organization or individual.

### **Rest Rooms**

Two handicap-accessible rest rooms are on the premises.

### **Fire and Security Alarms**

All groups or individuals must leave the Library if any fire or security alarm activates. Police and fire personnel are automatically alerted.

### **Disclaimers and Notice of Liability**

Chester Springs Library and/or its Board of Trustees reserves the right to change this policy as necessary.

Chester Springs Library, the Chester County Library System, Library employees or agents, its Board of Trustees and its members 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 Meeting 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. If, after 15 days, said equipment or materials are not claimed, they will be disposed of at the discretion of the Library.

The Library reserves the right to disallow or revoke permission granted to organizations or individuals for use of the Meeting Room on a case-by-case basis if the organization or individual has previously violated the rules set forth in this document or if it is believed by the Library that the use of the Meeting Room will interfere with Library operations, adversely affect public safety or cause public disturbance.

Individuals or organizations, which do not fulfill their obligations as enumerated in this policy may be denied use of the meeting facility in the future. A list of these individuals and/or organizations will be kept in the Library office. If the party wishes to appeal the refusal, it may submit a letter of appeal to the Chester Springs Library Board of Trustees.

Chester Springs Library, its employees or agents, Chester Springs Library Board of Trustees and its members 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 System, County of Chester, Chester Springs Library, their employees and agents, Chester Springs Library Board of Trustees and its members, Historic Yellow Springs and West Pikeland 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 the meeting room, kitchen facilities, rest room facilities and means of egress and ingress to the Library building and meeting room.

*Adopted by Chester Springs Library Board of Trustees, December 2016*

**CHESTER SPRINGS LIBRARY  
APPLICATION FOR USE OF MEETING ROOM**

Date of Application:

Organization Name:

Requestor's Name (Responsible Party)

Phone (home/business/cell):

Phone (home/business/cell):

Preferred method of communication:

Physical Address:

Email Address:

Date requested for use of Meeting Room:

Start Time:

End Time:

*N.B. Time includes set up and clean up by Meeting Room users.*

Purpose of Meeting:

Not-for Profit / For Profit (circle one)

Number of participants expected:

*N.B. Permission for use of the Meeting Room will be granted upon acceptance of the conditions for its use expressed in the attached Meeting Room Policy document. Requestor's signature below signifies that he/she has received, read, understands and agrees to the conditions contained therein.*

Requestor's Signature:

Date:

Requestor's Name (please print)

Approved by:

Date:

Fee received:

Date:

Fee:

Not-for-Profit – \$10.00 per hour

For-Profit – \$20.00 per hour

*The requestor listed on this Application will receive confirmation or denial of this request within five (5) Library business days via a phone call or email.*