**Chester County Library Meeting Rooms Policy**

The Chester County Library is pleased to offer our meeting rooms to our patrons. Our meeting rooms must operate under the following guidelines in order to best benefit our patrons.

Library meeting spaces may be booked on a first-come, first-served basis for public gatherings of the following types of groups:

1. Community groups with a cultural, educational, or civic emphasis under non-profit sponsorship.
2. Governmental agencies, municipal and state.
3. For-profit organizations as long as they do not use the room for profit-making or advertising.

**Requirements:**

- Possess a Chester County Library card in good standing (good standing means no fines or fees over $5.00)
- Complete & have approved Meeting Room application
- Assign 18-year-old or older person who will denote responsibility with signature
- Schedule a meeting no less than one week/no more than one month in advance
- Schedule meeting only during open library hours (exception: library and government programs)
- Ensure meeting attendees under the age of 12 remain with their group at all times
- Pay $25 refundable damage deposit at least 24 hours prior to meeting (cash or check) – The Anne Collins Room does not require a deposit since food and drink are not allowed in that room.
- Provide IRS 501c3 form as proof of non-profit status in order to use room free of charge or provide $50 donation to library in order for individual or profit-making group/organization to reserve room
- Pay the cost of any damages incurred within at least 30 days of notification
- Users must follow the Library Code of Conduct policy
- No candles or other incendiary materials may be lit or burned

**Prohibitions:**

- Using the rooms for religious services, partisan politics, profit making, advertising, or unlawful purposes
- Collecting money for any purpose other than registration or materials used for the approved meeting
- Using the rooms for any purpose that may interfere with the regular operation of the library
- Serving alcoholic beverages
- Using the kitchen and failing to properly dispose of garbage or to thoroughly clean the room
- Hanging anything on the walls
- No social events such as: weddings, showers, parties, anniversaries...

**Procedures:**

- Complete and have approved a Meeting Room Application (annually)
- Reserve a meeting room at least 1 week prior to use of the room and pay the $25 damage deposit (specify room)
• Tables, chairs and a list of other room supplies that are available (ask for list)
• Set up the facility 15 minutes prior to the meeting
• Leave the meeting room clean, tidy, garbage free, and with all chairs & tables in their original positions at least 15 minutes prior to library closing time
• Ask a library staff member to inspect the room for damages

Please note:

• The library reserves the right to cancel any meeting for any purpose but resolves to provide as much notice as possible to responsible parties
• The library refuses to accept responsibility for items left in its facilities
• The library will not accept telephone calls or relay messages to meeting attendees except in emergencies
• The Library reserves the right to have a representative attend any meeting held in its facilities to ensure that no unlawful activities or activities contrary to this policy or the Library’s Code of Conduct are occurring.

Implied Endorsement

Permission to meet or hold an event in the Library does not in any way constitute an endorsement of a group’s policies or beliefs. Groups may not state or imply that the Library is sponsoring their event.

Only activities sponsored or co-sponsored by the Library will be advertised by the Library. For groups advertising their own meeting or event, unauthorized use of the Library’s logo is strictly prohibited.

Neither the name nor address of the Library may be used as the official address or headquarters of any outside organization.