

**Chester County Library
Use of Meeting Room**

Use of this room assumes you have read and accept these rules:

- Rooms are available for library and library-affiliated programs and meetings, government offices and departments, local non-profit agencies which receive local government funding, other non-profit groups which meet the criteria, or public gatherings of a civic, cultural, or educational character.
- Priority will be given to library and library-affiliated programs and meetings.
- Rooms **are not** available for political or religious purposes, for the benefit of private individuals, for commercial concerns, for the presentation of one side of controversial matters, or when, in the judgment of the library board, any disorder may be likely to occur.
- Rooms will generally be available during normal library hours.
- Smoking is not permitted anywhere in the library. Alcohol is not allowed anywhere in the library.
- Groups must request advance reservations for a specific meeting date, start and end time.
- No fees may be charged for meeting attendance, although fees may be charged for materials provided.
- Only library-related functions are permitted full or catered meals. Non-library groups are allowed light refreshments which must be confined to the meeting room.
- No posters, signs, displays, or decorations may be put up without prior approval.
- Meeting rooms must be left as they are found – clean and with furniture returned to its original position. **Groups will be held financially responsible for any damage** to furniture, walls, windows, carpeting, kitchenette, or any library equipment during their meeting. The library is not responsible for non-library items left behind.

I have read and understand the guidelines for using the Chester County Library conference room.

(name of group)

(person responsible for group)

Date

Amendment to Conference Room Policy:

Effective January 16, 2020, use of the meeting room will not be permitted after hours. Also, alcohol is not allowed in the library at any time.

Amended by the Chester County Library Board
January 16, 2020