

E. Public Usage of the Community Room

The meeting room of the Chester Public Library, known as the "Community Room", has been provided primarily so that the library can promote programs of service to the community. The Board of Trustees and Staff encourage wide use of the Community Room space. The fact that a group is permitted to meet at the public library does not constitute an endorsement of the group's policies or beliefs.

As a service, the Community Room is available for use, free of charge, to governmental, educational, and religious organizations, as well as community service organizations during regular library hours. The Community Room may be rented before or after regular hours by local businesses, organizations, and individuals. (See Fee Schedule)

The Administrative Librarian or a designee authorizes use of the Community Room and maintains a schedule. In the event a question is raised as to the objectives and activities of any group or organization requesting use of the Community Room, the Chester Public Library Board of Trustees has the final authority in granting or refusing permission for use of the room.

The following regulations apply to the use of the library Community Room and any departure therein may be made only by the written authorization of the Library Board of Trustees.

AVAILABILITY

Library programs and library-related programs have priority in the use of the Community Room at all times.

Card-holding patrons of the Chester Public Library may request access to the Community Room for meetings or activities.

Children's or teenage groups may use the meeting room provided that they are supervised by at least one adult for every ten children.

Meetings or activities which disturb regular library functions shall not be scheduled during regular hours of operation.

SCHEDULING

Reservations for using the Community Room are made by contacting the Administrative Librarian or a designee. Anyone requesting use of the Community Room must fill out an Application for use of Community Room or Application for Rental of Community Room form.

Community Room Fee Schedule:

Up to 4 hours = \$75.00

4-8 hours = \$125.00

If there is an emergency closing of the Chester Public Library, all reservations/meetings scheduled in the Community Room on that day will be canceled also. The patron who has reserved the room will be contacted by the Administrative Librarian or a designee.

USE OF KITCHEN FACILITIES

Applicants are responsible for all kitchen cleaning and are required to leave the room clean and orderly.

No electrical appliances may be left unattended.

RESPONSIBILITY FOR EQUIPMENT AND FACILITY

No signs, displays, or exhibits may be attached to the walls in any matter.

Applicant shall accept responsibility for the repair or replacement of damaged or missing equipment, or for damage to the building's interior.

No material, equipment, or furniture belonging to groups or organizations may be stored on the library premises. The Chester Public Library does not assume responsibility for any items left on the premises.

The library staff is not responsible for the arrangement of tables and chairs for meetings.

Community Room facilities are to be left in a clean and orderly condition.

GENERAL REGULATIONS

Neither the name nor address of the Chester Public Library may be used as the official address or headquarters of an organization, except for the Friends of the Chester Public Library.

The Administrative Librarian or a designee is authorized to terminate the meeting of any group that becomes disorderly or objectionable and to deny subsequent use of the room to anyone that violates policies and regulations.

No additional furniture other than that furnished by the library is to be used without approval.

Parents are expected to supervise their children when attending a meeting with their parents.

Smoking/vaping is not permitted in the Chester Public Library.

Alcoholic beverages are not permitted on the premises of the Chester Public Library, except at specifically approved events held in the Community Room. Permission to serve (not sell) alcoholic beverages on library premises must be approved by the Administrative Librarian or Board of Trustees at least one week in advance of the proposed event.