

## NOTICE:

The Chester County Library Board of Trustees has approved a new Meeting Room Use Policy. Please be sure to review the [policy](#) for any changes.

## HOW TO RESERVE A MEETING ROOM:

### STEP 1: CHECK AVAILABILITY

1. From the public booking page, select the location where you'd like to book a space. Or, to view all public locations, select 'View All Locations.'

2. Select the Category of space you'd like to book.

3. Navigate to the date when you want to book a space.

4. When you're on the date you've selected, click on the appropriate block to select the time you'd like the reservation to start (green arrow), then use the dropdown menu below to select the time you'd like it to end (red arrow), then click on submit times.

Reserving Meeting Rooms | Ches... Space Availability - Chester Coun...  
ccls.libcal.com/reserve/spaces/ccl

Chester County Library System / LibCal / Space Availability - Chester County Library

Location: Chester County Library Category: Show All Capacity: For any number of people

Meeting rooms at Chester County Library are used for Library and County purposes and are also provided to the public for cultural, civic, and educational purposes. Meeting rooms will be made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to meet at the Library does not constitute an endorsement of that group's policies or beliefs.

Meeting rooms are available during regular library hours, including weekends. Applicants must be age 18 or older. For information on partnering with the library for a public program, please visit [Adult Programs](#).

Monday, September 27, 2021 – Wednesday, September 29, 2021

Go To Date: < >

Space	12:00am	1:00am	2:00am	3:00am	4:00am	5:00am	6:00am	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm
Public Meeting Rooms													
Info Burke Meeting Room (Capacity 20)													
Info Struble Room (Capacity 100)													

click here for a reservation start time

click on the drop-down menu to select a reservation end time

12:30pm Mon Sep 27th 2021  
11:00am Mon Sep 27th 2021  
11:30am Mon Sep 27th 2021  
12:00pm Mon Sep 27th 2021  
12:30pm Mon Sep 27th 2021  
1:00pm Mon Sep 27th 2021  
1:30pm Mon Sep 27th 2021  
2:00pm Mon Sep 27th 2021

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Space Admin / Dashboard / Logout

5. To view more info about a space, including the photo, description, and directions, click on the room's 'Info' badge.

6. Click the 'Submit Times' button.

7. Review any [terms & conditions](#) for this space, then click Continue.

### STEP 2: ENTER CONTACT INFORMATION

1. Fill out the 'Booking Details' form.

2. Click the 'Submit my Booking' button. The patron will receive a notification letting them know their booking is pending Library approval.

### STEP 3: CONFIRMATION

1. You will receive an email with the Library's decision within 24 - 48 hours of submitting your booking request. Please check your spam folder, too. You will be notified by email whether your booking request has been accepted or denied.
2. **Once an individual or organization's reservation has been approved, the rental fee and Certificate of Insurance (if applicable) needs to be submitted to the Library within 2 weeks of the reservation being made or as soon as possible before the event.** Payment can be made either in person at the Circulation Desk in the Library Lobby or a check can be mailed with 'Meeting Room Reservation' denoted in the memo line. The individual or organization's reservation may be cancelled if payment is not received prior to use of the room. It is the responsibility of the individual or organization to notify its attendees of the cancellation.
3. The Library will not set up the meeting room. Tables, chairs, a projector/screen and a laptop may be available. Arrangements for use of these items must be made in advance through the online Room Reservation system. The individual or organization will be responsible for setting up the room for their meeting and returning it to the condition when they arrived. In the event that the room is not returned to its original setup, an additional fee of up to \$50 may be charged. No future room use will be approved until that fee is paid.
4. Walk-ins will also need to check in at the Circulation Desk, at which time staff will determine room availability and arrange for payment. Technology Equipment is not available for walk-in use.