

CHESTER COUNTY LIBRARY AND HENRIETTA HANKIN BRANCH MEETING ROOM USE POLICY APPENDIX A: FEE SCHEDULES AND OCCUPANCY LIMITS

FEES

Public Meeting Rooms

Robert G. Struble Room or Henrietta Hankin Branch Annex

- For profit - \$100/reservation
- Non-profit or Individual - \$50/reservation
- Frequent Use – deduct \$10/reservation (must pay for a minimum of 3 reservations in advance)
- No walk-in use

M. Elizabeth Burke Meeting Room or Henrietta Hankin Branch Community Room

- For profit - \$50/reservation
- Non-profit or Individual - \$35/reservation
- Frequent Use – deduct \$10/reservation (must pay for a minimum of 3 reservations in advance)
- Walk-in use* - \$15/use (up to 4 hours/use)

Organizations must provide a Certificate of Insurance on an annual basis (as stated in the Meeting Room Policy). Certificate of Insurance must be a minimum of \$1,000,000.00 per occurrence with \$1,000,000.00 aggregate. The Chester County Library and the County of Chester must be listed as Additional Insureds.

Small Meeting Rooms

Chester County Library: Small Conference Room A, Small Conference Room B, Small Conference Room C, Small Conference Room E, Earl Baker Conference Room Henrietta Hankin Branch: Small Conference Room A, Small Conference Room B

- \$10/reservation (up to 4 hours/use)
- Frequent Use – deduct \$5/reservation (must pay for a minimum of 3 reservations in advance)
- Walk-in Use* - \$5/use (up to 2 hours/use)

Chester County Library Small Study Room C, Small Study Room D

- \$5/reservation (up to 4 hours use)
- Frequent Use – deduct \$2.50/reservation (must pay for a minimum of 3 reservations in advance)
- Walk-in Use* – No charge (up to 2 hours use)

* User will need to check in at the Reference Desk, at which time staff will determine room availability and arrange for payment. Technology Equipment is not available for Walk-in use.

Occupancy limits for each room are on next page.

OCCUPANCY LIMITS

Maximum seating for these rooms is in compliance with local fire codes. The maximum seating code must be strictly enforced and should be considered when scheduling.

Chester County Library

Robert G. Struble Room

- maximum 120 persons - no chairs/tables
- maximum 100 persons - chairs only (theater style)
- maximum 48 persons - seated on 1 side of table (classroom style)
- maximum 72 persons - seated on 2 sides of table (banquet style)
- maximum 27 persons – seated on 1 side U tables
- maximum 54 persons – seated on 2 sides U tables

M. Elizabeth Burke Meeting Room

- maximum 20 persons – 20 chairs seated around 1 table

Earl Baker Conference Room

- maximum 8 persons

Small Conference Rooms A, B

- maximum 4 persons

Small Conference Room C

- maximum 6 persons

Study Rooms C, D

- maximum 2 persons

Small Conference Room E

- maximum 6 persons

Henrietta Hankin Branch Library

Henrietta Hankin Branch Annex

- maximum 140 persons – no chairs/tables maximum 100 persons – chairs only (theater style)
- maximum 48 persons – seated on 1 side of table (classroom style) maximum 72 persons – seated on 2 sides of table (banquet style) maximum 27 persons – seated on 1 side of U tables
- maximum 54 persons – seated on 2 sides of U tables

Henrietta Hankin Branch Community Room

- maximum 65 persons - no chairs/tables maximum 48 persons - chairs only (theater style)
- maximum 12 persons - seated on 1 side of table (classroom style) maximum 24 persons - seated on 2 sides of table (banquet style) maximum 14 persons – seated on 1 side U tables
- maximum 18 persons – seated on 2 sides U tables

Small Conference Room A

- maximum 6 persons

Small Conference Room B

- maximum 4 persons