

J. Lewis Crozer Library
620 Engle Street
Chester, PA 19013
(610)494-3454 (610)494-8954 (fax)
crozerlibrary@delcolibraries.org

Application for use of Library Facility – Building, Grounds (Circle one or both)

Name of Organization:

Purpose of Meeting:

Address:

Phone and Fax:

Date(s) requested – include first and second choice. For a series of meetings or events, please list exact dates for the period this request covers:

Time: _____ to _____

Anticipated attendance: _____

Refreshments (**circle one**): YES NO

Contact person: _____

Address: _____

Phone, Fax: _____

Regulations for use of the library facility are attached to this application. Violation of these regulations may result in the denial of future requests. *I have read the regulations and accept their provisions.*

Signature of Responsible Party

Date

Application is: Approved Disapproved (**circle one**)

Executive Director, J. Lewis Crozer Library

Date

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Guidelines for Public Use of Library Building and Grounds

I. Purpose

The Community Room and the Library's grounds provide attractive settings for uniting the resources of the library with the activities of the community. Groups wanting to holding meetings of a civic, cultural or educational nature may qualify to use these facilities. Events held outdoors must comply with all applicable City ordinances.

The Library's premises are not available for meetings which:

1. Have religion as their major focus.
2. Serve political parties or organizations.
3. Promote candidates for political office.
4. Benefit private individuals or organizations.
5. Raise funds for commercial endeavors.

II. Bookings and Fees

A signed application form will be submitted to the Library's Director at least 14 days in advance of the requested date. All applications are approved or disapproved by the Executive Director of the Library. The Executive Director may impose a usage fee of \$25 for every 2 hours and/or security deposits as he/she deems advisable.

III. Hours Available

Organizations may reserve the meeting room or grounds for use during those hours when the Library staff is present.

IV. Technical Arrangements

Organizations planning to show films or slides must provide their own equipment and operator. Organizations planning to serve light refreshments must provide for the refreshments and the task of leaving the premises clean.

V. Agreements

An organization meeting in the J. Lewis Crozer Library must:

1. Understand that the organization's meeting is public.
2. Accept all organizational-related inquiries the library receives.

An organization meeting in the J. Lewis Crozer Library must not:

1. Use either the name or the address of the Library as the official address or headquarters of any organization.
2. Use the name of the Library in media publicity except to mention the location and address.
3. Distribute printed materials on Library property without the explicit permission of the Director.
4. Allow smoking in the Library.