

Berwyn Public Library
Meeting Room Policy

The Berwyn Public Library is aware of the need for meeting space for local groups. Making available such accommodations to the public is an additional service, which the Library may render under conditions set by the Library Board. **Permission to use a meeting room does not constitute an endorsement of group's policies or beliefs.**

Space, staff limitations and library schedules necessarily require regulatory measures, which affect the use of the meeting room. These rules may be modified for official library functions when deemed appropriate. The Library Board reserves the right to deny permission to use the meeting rooms.

PERMISSABLE MEETINGS

The use of the meeting room will be assigned by the Outreach Department in priority order to render use of the facility for the benefit of the greater number of city residents. Priority for the use of the meeting room will be given in the following order:

1. Library sponsored meetings or programs.
2. Friends of the Library sponsored meetings or programs.
3. Non-profit organization sponsored meetings or programs.
4. Organizations engaged in educational, cultural, intellectual, civic, or charitable activities.
5. Other meetings or programs.

The use of the meeting room for meetings, by the groups and organizations in Categories #3 through #5 above, requires that the meetings must be open to the public and that at least one or more members of the group or organization are residents of Berwyn with a valid Berwyn Public Library Card.

EXCLUSIONS

1. Commercial and political groups.
2. Social or private functions.
3. Religious worship services or proselytizing.
4. Political events, including, but not limited to rallies or electioneering event.

A meeting is defined as commercial if the group sponsoring or conducting the meeting has the purpose of the meeting to advertise, promote, or sell a product or service; or to train and motivate its employees; or for any and all other business-related functions such as market research, recruiting employees, interviewing applicants, etc.

No admission or donations may be charge by any group using the meeting room. No fees may be charged to defray expenses. For the purpose of this section, the term "library-sponsored programs" means meetings or programs in which Library staff or third parties hired by the Library make the presentations, meetings of Library staff and/or volunteers and meetings or programs presented by the Friends of the Library.

FACILITIES

The Library has two (2) meeting rooms, the Board Room and the Community Room, available for community use. The rooms are located on the 2nd floor of the Library, and are both wheelchair accessible. The meeting rooms have carpeted floors.

The Maximum capacity for each room is listed below:

Board Room	Twenty-one (21)
Community Room	One-hundred (100) (seated theatre style)

No kitchen is available for public use. A sink with running water is available in the Community Room.

PARKING

Organizations using the meeting rooms must use the parking lot located at Riverside Drive and Maple Avenue. Handicap spaces are available for persons with disabilities in the Main Lot.

EQUIPMENT

Sound, Audio Visual and Other Equipment are not available for public use. A projection wall is available in both the Board and Community Room.

RESERVATIONS/CANCELLATIONS

- Reservations for the use of a meeting room must be made on the Berwyn Public Library website using the Meeting Room Application. Applications by telephone will not be accepted.
- Groups will be booked in order of priority and then by date of application. Applications will be accepted up to three (3) months in advance.
- Standing reservations may be made for a three (3) month period.
- Cancellation of meeting must be made, by telephone, at least seventy-two (72) hours before the scheduled time by notifying the Outreach Department.
- Failure to notify the Library of cancellations, within the requested time, denies another group or organization from having access to the room and may result in loss of future meeting room privileges.
- The Library reserves the right to cancel any reservations due to emergency closures.

HOURS

The present schedule for use of the meeting room is:

Monday through Thursday 9:30 a.m. – 8:30 p.m.

Friday and Saturday 9:30 a.m. – 4:30 p.m.

All members of a group must be out of the meeting room at their designated time.

MEETING ROOM REGULATIONS

- An application for meeting room use will include the name of the group, date, and times of meeting, nature of meeting, name address and telephone number of group-contact person, name and address of Berwyn Resident who is a member of the organization or group, number of people attending, and set-up of table and chairs if needed.
- When staff is available, the Library will provide set-ups for groups. Requests must be made at the time of application for the room.
- Library audio visual equipment is not available to groups using the meeting room; a lap-top may be checked out from the Audio Visual Department. The Library will not supply an equipment operator.
- Light refreshments, equivalent to cake and/or cookies, and coffee, may be served in the room.
- Smoking is not permitted anywhere in the Library, including all meeting rooms, lobbies, restrooms or a minimum, of 15 feet from the entrances.
- No alcoholic beverages, drugs, or contraband may be used and/or in possession of on Library premises.

- Decorations must be limited to those items which can stand on the floor or a table, and which conform to fire regulations. Nothing may be attached to walls or ceilings of the meeting room.
- Minors under the age of eighteen (18) may use the meeting room with one adult supervisor, who is at least twenty-one (21) years of age, for each six (6) minors, who will assume complete responsibility for the activities in and condition of the premises.
- No raffles, gambling or other illegal activities may be conducted by an organization on Library premises.
- Use of the name or address of the Library as the official address or headquarters of an organization is prohibited.
- Use of the Library telephones for personal calls by members of an organization is not permitted. Library staff will not deliver personal messages to organization members using a meeting room.
- A single group may not use the meeting room more than once a month.

VIOLATIONS

If a group violates one or more of the above meeting room regulations, the group will receive a written warning from the Library Director and/or Library Board. A group will be denied use of the facility upon receiving the third letter of violation.

LOSS OR DAMAGE

In the case of vandalism, theft, fire, flood or other natural disaster, the Library is not responsible for loss or damage to the organizations property within the building. However, each organization will promptly pay for any and all damages or injury to or loss of Library property which may occur as a result of the use of the premises.

AMERICAN WITH DISABILITIES ACT (ADA)

The Library requires all groups or individuals utilizing its meeting room to publish/and or distribute a notice, several weeks prior to the meeting, in substantially the following form:

INDIVIDUALS WITH DISABILITIES WHO PLAN TO ATTEND (INSERT TITLE) MEETINGS AND WHO REQUIRE CERTAIN ACCOMODATIONS TO PARTICIPATE ARE REQUESTED TO CALL (INSERT NAME AND NUMBER) ONE WEEK IN ADVANCE OF THE MEETING DATE.

INDEMNIFICATION OF BERWYN PUBLIC LIBRARY / CITY OF BERWYN

Because the Berwyn Public Library is an entity of the City of Berwyn, final determination of the usage or denial of usage of the meeting rooms is based on the legal requirements which regulate government buildings.

All organizations or groups shall indemnify, defend and hold harmless the Berwyn Public Library and the City of Berwyn, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing for any negligent act, omission or error of the organization or group resulting in or relating to personal injuries or property damage arising from the organization or group's use of a Library meeting room.

APPEAL

A person or group denied permission to use the meeting room may appeal such denial at the next regularly scheduled meeting of the Library Board of Trustees. The appeals must be submitted in

writing. The Library Board of Trustees will review the meeting room policy and regulations periodically, and reserves the right to amend them at any time.

Approved by the Berwyn Public Library Board of Trustees

Effective July 15, 1996

Revised January 16, 2017; October 15, 2018