



BERWYN PUBLIC LIBRARY

Berwyn Public Library Meeting Room Policy

The Berwyn Public Library is aware of the need for meeting spaces for local groups. Making accommodations available to the public is a service the Library may render under conditions set forth in this policy and approved by the Library Board. Space, staff limitations, and library schedules require regulatory measures that affect the use of the meeting room. These rules may be modified for official library functions when deemed appropriate. The Library reserves the right to deny permission to use the meeting rooms.

No admission fees or donations may be charged by any group using the meeting rooms. No fees may be charged to defray expenses. For the purpose of the following section, the term “library-sponsored programs” means programs that are initiated by a community group or organization in coordination with the Library to provide programming to the public. This includes meetings of library staff and/or volunteers and meetings or programs presented by the Friends of the Library.

PERMISSABLE MEETINGS

Use of the meeting rooms shall be permitted for a charitable organization, religious organization, civic organization, or for an activity that is for a public purpose and that supports the mission of the Berwyn Public Library. Outside groups using the meeting rooms shall be designated a partner with either the City of Berwyn or the Berwyn Public Library.

For the purpose of this policy, a partner will be defined as:

1. An organization that is registered with the State of Illinois as a nonprofit.
2. An organization with a service area that includes the City of Berwyn boundaries
3. A partnership that is mutually beneficial to the City of Berwyn and/or the Berwyn Public Library and the requesting agency.
4. An agency with a valid email address and website.
5. An agency must be politically neutral. Public purpose specifically excludes a meeting or gathering for purposes of discussing, planning, or working for, or against, a candidate, elected official, political party, ballot measure or political conversations.

The use of the meeting rooms by groups or organizations requires that meetings be open to the public and library staff and that at least one or more members of the group or organization are residents of Berwyn with a valid Berwyn Public Library Card. Groups using the meeting rooms may not discriminate on the basis of race, sex, sexual orientation, color, creed, national origin, marital status, religious belief,



or disability. Permission to use a meeting room does not constitute an endorsement of group's policies or beliefs.

The use of the meeting rooms will be assigned by the Community Engagement Department in the order in which requests are received and will be given in the following priority order:

1. Library sponsored meetings or programs
2. Friends of the Library sponsored meetings or programs
3. Non-profit organization sponsored meetings or programs conducted by a City of Berwyn or Berwyn Public Library partner
4. Organizations engaged in educational, cultural, intellectual, civic, charitable or religious activities conducted by a City of Berwyn or Berwyn Public Library partner

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 events
5. Engaging in solicitation activities, including distributing free products or handouts, requesting donations, recruiting members, or engaging in solicitation of others

***A meeting is defined as commercial if the group sponsoring or conducting the meeting has the purpose of advertising, promoting, or selling a product or service; training and motivating its employees; or for any and all other business-related functions such as market research, recruiting employees, interviewing applicants, etc.**

FACILITIES

The Library has two (2) meeting rooms available for community use: the Board Room and the Community Room. Both rooms are located on the 2nd floor of the library and are 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 the 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 based on listing in permissible meetings 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 Community Engagement Department. Failure to notify the Library of cancellations within the requested time denies another group or organization 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. – 7:30 p.m.

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

All members of a group must vacate the meeting room at the designated time. Hours of operation are subject to change seasonally.

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 tables 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.
- Library audiovisual equipment is not available to groups using the meeting room; a laptop may be checked out from the Adult Services 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 anyone 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. The adult supervisor 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 of 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.
- The group is responsible for the behavior and conduct of room users. Attendees must conduct themselves in a manner consistent with Library usage, and adhere to applicable Library Policies. The Library will not provide childcare services. The group is responsible for the supervision of all children 10 years of age and under. Children must remain with the group, or be supervised by adults who accompany them throughout the Library building.
- At no time may petitions be prepared, circulated or solicited for signatures in the meeting rooms or elsewhere in the Library building or premises.

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 second violation will result in a written warning from the Library Director and/or Library Board and a suspension from room usage to be determined based on the violation. 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 organization's 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) MEETING 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

The Berwyn Public Library is a municipal entity of the City of Berwyn. As such, final determination of the usage or denial of usage of the meeting rooms is based on the legal requirements that 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 appeal 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; February 5, 2020; February 21, 2023