



BERWYN PUBLIC LIBRARY

Reservable Spaces Policy

Purpose

The Berwyn Public Library provides meeting and study spaces to support community engagement, education, and collaboration. Rooms are available for use by qualifying individuals and groups, under the following guidelines.

Reservable Spaces

Room Type	Capacity	Location / Features	Permitted For
Study Room A	1–4	Lower Level, includes whiteboard	- Patrons age 16+
Study Room B	1–4	Lower Level, includes whiteboard	- Same as Study Room A
Study Room C	1–6	Lower Level, includes whiteboard	- Same as Study Room A
Large Study Room	Up to 15	Study Rooms A & B combined; request form required; limited availability	- Same as Study Room A
Board Room	21	2nd Floor, wheelchair accessible, carpeted	- Library-sponsored programs - Friends of the Berwyn Library - City of Berwyn partners
Community Room	100	2nd Floor, wheelchair accessible, carpeted, projection wall, sink (no kitchen or A/V equipment available)	- Same as Board Room

Reservation and Usage

Study rooms may be reserved up to one (1) week in advance [online](#), over the phone, or in-person. Study rooms are available on a first-come, first-served basis. Reservations are preferred but walk-in users are welcome. Patrons may use the study rooms for up to two (2) hours per day and three (3) times per week. One (1) hour extension(s) may be granted if no one is waiting for a study room. Reserved rooms are not transferable to other library users. Due to increasing demand, Berwyn library cardholders will be given preference when making reservations.

The **Large Study Room** requires patrons to fill out the Large Study Room Request Form [on the library website](#) prior to use. Reference Department staff will confirm the reservation via email. It may be as many as 5 working days to receive a confirmation email. Same day booking for the Large Study Room is not available. Non-library sponsored programs may only use the Large Study Room once per month.

The **Board Room** and **Community Room** (hereafter referred to as **Meeting Rooms**) must be reserved 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 the table above and then by date of application. Applications will be accepted up to three (3) months in advance and standing reservations may be made for a three (3) month period. A single group may not use the meeting room more than once a month.

The Meeting Rooms are available Monday through Thursday from 9:30am – 7:30pm and Friday/Saturday from 9:30am – 4:30pm. When staff are available, the Library will provide set-ups for groups using the Meeting Rooms. Requests must be made at the time of application.

Cancellations for the Meeting Rooms must be made by telephone at least seventy-two (72) hours before the scheduled time by notifying the Administration 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.

Rules & Conduct

- The [Berwyn Public Library Code of Conduct](#) applies to all Study and Meeting Room users.
- The patron named on the reservation is responsible for the condition of the room during usage and must be present for the duration of the reservation.
- No food is allowed in the Study Rooms. Light refreshments, equivalent to cake and/or cookies, and coffee may be served in the Meeting Rooms.
- No alcoholic beverages, drugs, or contraband may be used and/or in possession of anyone on library premises. Smoking is not permitted anywhere in the library or a minimum of 15 feet from the entrances.
- The Study and Meeting rooms are not intended for use by commercial or political groups, or for social or private events. Religious worship and proselytizing are also prohibited. Users may not engage in solicitation activities, including distributing free products or handouts, requesting donations, recruiting members or engaging in solicitation of others.
- No raffles, gambling or other illegal activities may be conducted by an organization on library premises.
- At no time may petitions be prepared, circulated or solicited for signatures in the meeting rooms or elsewhere in the Library building or premises.
- Study and Meeting room users are 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.
- Use of the name or address of the library as the official address or headquarters of an organization is prohibited.
- The rooms may not be used as a screening room.
- Furniture must remain in the room and be used as intended.
- Library staff must be allowed to enter the rooms at all times and may enter for any reason.
- 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.
- Permission to use a Library space does not constitute in any way an endorsement by the Library of an organization or its activities, or the viewpoints expressed by the participants in any meeting. All published promotion by an individual or group must include the phrase, "The

Berwyn Public Library provides meeting space as a community service. The Library neither sponsors nor endorses this event nor the participating individual(s) or organization(s) and is not responsible for the information presented."

If a Study Room is unattended for more than 15 minutes, or if the patron who made the reservation does not arrive within 15 minutes of the reservation, the room is considered vacant. Materials left in the room will be placed in the Lost and Found, and the room will be available to other patrons. The library is not responsible for unattended materials.

Meeting Rooms may be used by minors under the age of eighteen (18) 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.

The Library maintains the right to cancel any Study or Meeting Room reservations at any time and for any reason. The decision of the Library Director to cancel a reservation is final.

Violations

If a patron or group violates one or more of the above regulations during use of the Study or Meeting Rooms, they 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. Patrons and groups 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 disasters, 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.

Americans 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 Study or 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; August 18, 2025