



Meeting and Small Group Room Policy

The Radnor Memorial Library (RML) provides open access to all forms of information including ideas and the free expression of all points of view. In keeping with these principles, RML provides meeting spaces for members of the local community to present and exchange views on subjects of all kinds.

Meeting and Small Group Rooms are available to individuals, community groups, non-profits, and for-profit business groups, regardless of their beliefs or affiliations. Granting permission to use library facilities does not constitute endorsement by RML, its staff, or its Board of Trustees. No advertisement or announcement implying such endorsement is permitted.

Meetings, workshops, and events scheduled to occur in the library, which are not co-organized by the library, are not eligible to receive promotional or other support from library staff, or to utilize resources beyond the provision of the room and access to the equipment and furniture in the room. Please include the following statement on any/all promotional materials, including, but not limited to, signs/posters, flyers/mailings, press releases, online promotions, etc.: "This event is not sponsored by Radnor Memorial Library. For more information, please contact *[insert your organization's contact information]*. Access to meeting rooms is a service of Radnor Memorial Library."

The Radnor Memorial Library, their employees and agents and the Board of Trustees of the Radnor Memorial Library shall not be liable to any group, organization, or person attending a meeting in the library. Such group, organization, or person, jointly and severally, hereby agrees to, and shall, indemnify and hold harmless the Radnor Memorial Library, their employees and agents, the Board of Trustees of the Radnor Memorial Library from any and all claims, suits, damages, losses, or injuries which they may sustain, or are alleged to have sustained, while using a meeting room, including, without limitation, use of a meeting room, kitchen, restroom facilities, and means of egress and ingress to the library buildings and the meeting rooms.

General Guidelines:

1. Reservations for Meeting Rooms will be scheduled in order of request. Library programs and meetings will have priority and, on occasion, may supersede a reservation. At least 2 weeks' notice will be given if a reservation must be cancelled due to library use.
2. No RML Meeting Room may be reserved for the purposes of an individual's personal party (examples of types of parties not permitted include but are not limited to birthday, graduation, anniversary, etc).
3. RML reserves the right to discontinue use of its facilities by any group or individual that interferes with regular library operations.
4. Reservations must be made in advance using the appropriate application. Fees may be paid in advance or at the time of sign in by cash, check, or credit card. Applicants will be contacted by RML to confirm usage and room assignment.
5. Groups using Meeting or Small Group rooms for the first time must complete an application and information sheet. Information sheets for groups must be updated whenever the information regarding the group changes.
6. Individuals using the Small Group Rooms must sign in and accept the Use Agreement at the Reference Desk prior to each use.
7. Multiple meetings over a period not to exceed three months/two meetings per month may be requested for the Winsor and Conference Rooms. Please see the Small Group Meeting Room section below for detailed information regarding ongoing reservations for these spaces.
8. Prior use of space does not entitle an applicant to future use.
9. Requests for use of technology or AV equipment must be made at the time of reservation. Fees may be paid in advance or at the time of sign in by cash, check, or credit card.
10. The Conference and Winsor Rooms are available to pre-teen and teenage groups only if the meeting is supervised by an adult sponsor.
11. Notice of cancellation must be received by RML at least 24 hours in advance of reserved time. Repeated failure to do so may jeopardize future reservations.
12. Should RML have an emergency closure, every effort will be made to notify individuals or groups who have reserved the space. In the case of inclement weather, individuals and groups are encouraged to check radnorlibrary.org for closing information.
13. All groups with reservations must sign in at the Reference Desk for access to reserved space.
14. The individual who applies and/or signs in on behalf of a group to use a Meeting Room is responsible for maintaining order and for any damage to the room, its contents, and the adjoining areas of the Library. Any damage must be reported to the RML Executive Director or Reference Librarian immediately and an incident report form must be completed.
15. Alcohol is not permitted without prior written consent of the Executive Director.
16. Lighted candles or flames, because of fire hazard, are not to be used within the meeting rooms.
17. The Library assumes no responsibility for loss or damage to supplies or other items belonging to groups using the Room. Groups may not store supplies for their meetings on Library premises.

Fee Schedule

Example of each group include but are not limited to:

Individual = personal use

Community Group = book clubs, civic associations, study groups

Non-Profit = local non-profit organizations hosting independent programs

For-Profit = paid tutors, business meetings

	Capacity	Individual/ Community Group	Non-Profit	For-Profit	Cleanup Fee*
Winsor Room	125	<i>FREE</i> for groups with a majority of Radnor residents			\$25
Winsor Room LCD projector and screen		\$10/program Limited assistance available Groups must provide laptop or device**			
Winsor Room microphone and sound system		\$5/program Limited assistance available			
Conference Room	15	<i>FREE</i>	\$15/hour	\$30/hour	\$10
Small Group 1 & 2	4	<i>FREE</i> 2 hour maximum per day	<i>FREE</i> 2 hour maximum per day	\$10/hour 2 hour maximum per day	\$10
Small Group 3	10	<i>FREE</i> 2 hour maximum per day	<i>FREE</i> 2 hour maximum per day	\$15/hour 2 hour maximum per day	\$10

*Any group that does not adequately clean up after their reservation will incur a cleanup fee. Before another meeting or reservation is approved, this fee must be paid.

**Limited assistance with the Winsor Room projector and screen is available. A tech trial, scheduled by appointment, prior to your program is strongly recommended to ensure device compatibility. RML is not responsible if a group's laptop or other device does not properly interact with the Winsor Room projector system.

All fees are subject to change upon approval of the RML Board of Trustees.

Winsor Room

Through the generosity of Rebecca Evans Winsor and Ellen Winsor, the Winsor Community Room is available for use by the Library and by the people of Radnor Township.

The Winsor Room is available to non-profit civic, cultural and educational groups, a majority of whose members are residents of Radnor Township, no for-profit group may reserve the Winsor Room. No group may charge a fee for attendance at a meeting or program in the Winsor Room. Group meetings scheduled for the Winsor Room must be open to the public.

Availability for Reservation

Monday – Friday	10:00 am – 8:30 pm
Saturday	10:00 am – 4:30 pm
Sunday	1:30 pm – 4:30 pm <i>*closed Sundays in July and August</i>

Amenities and Equipment

- Capacity = up to 125
- Fully ADA accessible
- Rest rooms on same level
- 6 six foot folding tables
- 125 stacking chairs
- Microphone and sound system (\$5/program fee)
- LCD projector and screen (\$10/program fee)

Conference Room

The Conference Room is located on the Lower Level, adjacent to the Winsor Room with a large doorway that can be used to connect the spaces. It may be reserved by community groups, non-profits, and for-profits. If available, it may be reserved by community groups and non-profits in conjunction with the Winsor Room.

Availability for Reservation

Monday – Friday	10:00 am – 8:30 pm
Saturday	10:00 am – 4:30 pm
Sunday	1:30 pm – 4:30 pm <i>*closed Sundays in July and August</i>

Amenities and Equipment

- Capacity = up to 15
- Fully ADA accessible
- Rest rooms on same level
- 1 large conference table
- 12 executive chairs (with additional available)

Small Group Rooms

Small Group Rooms at RML are available for drop-in use or by reservation.

Drop-in users will have no-cost access to the room for up to two-hours and must “check out” the space at the Reference Desk. Drop-in users will be asked to leave the space 15 minutes prior to a reserved time slot.

Reservations for two hours per day can be made by completing the Small Group Room Reservation Application. Advanced reservations are accepted for a two-hour time limit per day. Individuals seeking ongoing reservations may reserve one month in advance for weekly usage (limit of two uses per week) or three months in advance for monthly usage (limit of two uses per month).

Persons of any age are eligible to reserve the Small Group Rooms.

Availability for Reservation

Monday – Friday	9:30 am – 8:30 pm
Saturday	9:30 am – 4:30 pm
Sunday	1:30 pm – 4:30 pm <i>*closed Sundays in July and August</i>

Amenities and Equipment – Meeting Rooms 1 & 2

- Capacity = up to 4
- Fully ADA accessible
- Rest rooms (including family rest room) on same level

Amenities and Equipment – Meeting room 3

- Capacity = up to 10
- Fully ADA accessible
- Rest rooms (including family rest room) on same level