

Radnor Memorial Library

Meeting and Study Room Policy

Purpose

Meeting rooms are provided to the Radnor community as part of the mission of Radnor Memorial Library (RML) to provide programs, collections, space, and other resources that enhance the quality of life for the entire community. Meeting rooms at RML may be used for informational, educational, cultural, and civic purposes.

General Guidelines

- A. Reservations are available on a first-come, first-served basis, upon approval, for use at times that do not conflict with daily operations of the Library or Library programming.
- B. Rooms are available to individuals, community groups, non-profit organizations, and for-profit businesses regardless of their beliefs or affiliations.
- C. 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.
- D. Meetings 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.
- E. The following statement must be placed on any and all promotional materials, including, but not limited to, signs, posters, flyers, mailings, press releases, emails, 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.”

- F. The Library telephone number and logo may not appear on publicity. The Library’s official address is 114 West Wayne Ave. Wayne, PA.
- G. Meeting rooms may not be used for parties including, but not limited to, birthdays, graduations, showers, weddings, anniversaries, funerals, or family reunions.
- H. Rooms may not be used for political activities such as campaigning, canvassing, rallies, etc., with the exception of educational forums, group meetings, and constituent events.
- I. The Library does not guarantee privacy for any meeting. The Library reserves the right to enter or attend any meeting or event at any time.

- J. Group size may not exceed the occupancy limit of the room.
- K. The Library staff is not able to serve as a point of information for meeting attendees with questions regarding meetings other than providing directions to a meeting room.
- L. The Library reserves the right to refuse use of the rooms to individuals or groups who do not adhere to Library policies or meeting room terms of use or are disruptive to normal Library operations.
- M. 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, and 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 ingress and egress of the library buildings and the meeting rooms.
- N. The Library reserves the right to modify this policy and guidelines as necessary.

Scheduling

1. Reservations for Meeting Rooms will be scheduled on a first come, first-serve basis. 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. Reservations must be made in advance using the appropriate application. **Reservations are not confirmed until applicants receive notification from RML.**
3. Limitations exist on the number of reservations that can be made within a certain time frame. See the information on each room for reservation limits. Standing reservations are not available.
4. Notice of cancellation must be received by RML at least 24 hours in advance of reserved time. Repeated failure to do so will jeopardize future reservations.
5. Should RML have an emergency closure, every effort will be made to notify the person who made the reservation. In the case of inclement weather, individuals and groups are encouraged to check radnorlibrary.org for closing information.

User Responsibilities

1. Anyone using a room must sign in to receive access to the reserved space even if the designated room is already opened or unlocked.

2. Individuals using the Study Rooms must also sign and accept the Use Agreement at the Reference Desk prior to each use.
3. The person who made the reservation must be the one to sign-in.
4. Users are responsible for room setup, including arrangement of tables and chairs. Users are also responsible for cleanup, including returning furniture to its original placement, placing trash in waste receptacles, and cleaning tables.
5. The individual who applies and 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. The cost of damages will be charged to the individual who applies.
6. The Library's [Code of Behavior Policy](#) must be observed by all attendees. Meeting noise and voice levels must not disturb other library visitors. RML reserves the right to discontinue use of its facilities by any group or individual that interferes with regular library operations.
7. Nothing may be tacked, pasted, or taped to the walls or furnishings.
8. Prior use of a space does not entitle an applicant to future use.
9. Alcohol is not permitted without prior written consent of the Executive Director.
10. No flame of any kind (open or in containers) or fire hazards are permitted. Fire exits must remain clear at all times.
11. The Library assumes no responsibility for loss or damage to supplies or other items belonging to groups using the Room.
12. Groups may not store supplies for their meetings on Library premises.

Equipment

1. Use of the projector in the Winsor Room must be requested at the time of the reservation. Groups are responsible for equipment usage and damages.
2. Groups must bring their own laptop and cables to connect to the projector in the Winsor Room. The Library's projector can connect to a computer using an HDMI or a VGA cable.
3. Limited assistance with the Winsor Room projector is available. A tech trial, scheduled by appointment prior to your reservation, 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.

4. Wireless internet access is available on Library premises, but not guaranteed.

Fees

1. Room and AV equipment fees must be paid in advance or at the time of sign-in by cash, check, or credit card.
2. Any group that does not adequately clean up after their reservation will incur a cleanup fee. This fee must be paid before another meeting or reservation is approved.
3. 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.

General Guidelines

- The Winsor Room is available to non-profit civic, cultural and educational groups, a majority of whose members (50% or more) are residents of Radnor Township. Examples include, but are not limited to: civic associations, Girl Scout troops, garden clubs, homeowners associations, non-profit boards, craft and knitting clubs, and parent groups.
- No business or for-profit entities may reserve the Winsor Room.
- Groups are not permitted to provide a program, meeting, workshop, or event meant for and publicized to the general public. Public programming is only permitted by Radnor Memorial Library, The Friends of Radnor Library, Radnor Township and its entities, Radnor School District, and government officials.
- No group may charge a fee for attendance at a meeting or program in the Winsor Room.
- Reservations for teen or tween groups must be made by an adult (for example a parent, guardian, teacher, coach) who will be in attendance and supervising the meeting.
- The adjoining kitchen is not available for use.

Capacity	5 - 125		
Reservation Availability	Monday-Thursday: Friday: Saturday: Sunday:	10 am - 8:30 pm 10 am - 5:30 pm 10 am - 4:30 pm 1:30 pm - 4:30 pm	
Reservation Guidelines	<ul style="list-style-type: none"> • Reservations may be made up to three months in advance • Groups are limited to a maximum of two meetings per month 		
Amenities	Fully ADA accessible	Rest rooms on same level	
Equipment	Ten 6' folding tables 125 stacking chairs	Microphone and sound system	LCD projector
Fees	Non-Profit or Community Group	Equipment	Clean Up Fee
	FREE	\$5 - Microphone and sound system \$10 - LCD projector	\$25

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.

General Guidelines

- The Conference Room may be reserved by community groups, non-profits, and for-profits or businesses. Fees may apply. See chart below.
- If available, it may be reserved by community groups and nonprofits in conjunction with the Winsor Room.
- Because of its location adjoining the Winsor Room, quiet space in the Conference Room is not guaranteed.
- Reservations for teen or tween groups must be made by an adult (for example a parent, guardian, teacher, coach) who will be in attendance and supervising the meeting.
- The adjoining kitchen is not available for use.

Capacity	15			
Reservation Availability	Monday-Thursday: Friday: Saturday: Sunday:	10 am - 8:30 pm 10 am - 5:30 pm 10 am - 4:30 pm 1:30 pm - 4:30 pm		
Reservation Guidelines	<ul style="list-style-type: none"> • Reservations may be made up to three months in advance • Groups are limited to a maximum of two meetings per month 			
Amenities	Fully ADA accessible	Rest rooms on same level		
Equipment	1 large conference table	<ul style="list-style-type: none"> • 12 executive chairs • 3 meeting room chairs if needed 	whiteboard	
Fees	Individual / Community Group	Tax Exempt Non-Profit	For-Profit	Clean Up
	FREE	\$15/hour	\$30/hour	\$10

Study Rooms

The Library has three Study Rooms available for work, study, or quiet meetings. Rooms are located in the quiet section of the Library. These rooms are not sound proof or suitable for loud meetings. They are available for drop-in use or by reservation.

General Guidelines

- Persons of any age are eligible to reserve the Study Rooms.
- Students eighth grade and younger must be accompanied by an adult to use the Study Rooms Monday – Friday after school until 5pm.
- Individuals using the Study Rooms must check-in at the Reference Desk and accept the Use Agreement prior to each use.
- Rooms may be used for a maximum of two hours per day. Extensions are not permitted.
- Individuals are expected to leave the room promptly at the end of their reservation.

	Study Room 1	Study Room 2	Study Room 3	
Capacity	1-4	1-4	1-10	
Reservation Availability	Monday-Thursday: Friday: Saturday: Sunday:	9:15 am - 8:45 pm 9:15 am - 5:45 pm 9:15 am - 4:45 pm 1:15 pm - 4:45 pm		
Reservation Guidelines	<ul style="list-style-type: none"> • Reservations may be made in advance for a maximum of two hours per day • Individuals seeking ongoing reservations may: <ul style="list-style-type: none"> ○ 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) • Drop-in users may use a Study Room for a maximum of two hours per day, when available. 			
Amenities	Fully ADA accessible	Rest rooms, including family restroom, on same level		
Equipment	1 table and 4 chairs	1 table and 4 chairs	1 table and 10 chairs	
Fees	Individual / Community Group	Non-Profit	For-Profit / Tutors	Clean Up
	FREE	FREE	\$10/hour	\$10