

Meeting/Studying Room Guidelines

1. To be fair and to accommodate all interested patrons, **use of the study rooms is limited to 3 hours.** Users must notify the Reference Desk when they are finished with the room.
2. Volunteer literacy tutors and local, pre-approved non-profit organizations have priority and may reserve a room ahead of time with Reference staff. All other users may use the rooms on a first-come, first-serve basis. Preference will be given to district residents.
3. Library staff reserve the right to use the rooms for Library needs or sponsored activities.
4. Study rooms are for use of adults age 18 and over. Under the age of 18, use must include an adult who stays in the room.
5. There must be no exchange of money for services in the library.
6. The rooms are not soundproof. Please be mindful of the volume of your conversations and any technology being used.
7. Tutors and tutees are expected to follow all the rules and regulations of the library as listed in the Patron Behavior policy. Tutors are responsible for the behavior of any student being tutored. Disruptive tutees will be asked to leave the library.
8. Library staff are not permitted to sign any documentation or act as a witness regarding any tutoring, meetings or other activities taking place at the Library.
9. Patrons using the rooms are asked to finish up 10 minutes before closing time.

Thank you for your cooperation!

