

## **STUDY ROOM POLICY**

This policy is being established in order to protect all library users' right of access to library facilities.

The meeting room may be reserved in compliance with the following regulations:

1. Use of the meeting room is free of charge and available during the hours the library is open.
2. A contact name and telephone number is taken and the meeting date and time entered on the calendar.
3. The meeting room can only be used by not-for-profit groups, with the exception of tutors and literacy trainers.
4. Users of the meeting room are asked to help maintain its cleanliness.
5. Groups may reserve the room for continuous use for no more than three one hour sessions at a time. At the end of the three sessions, such a group may reserve for another three sessions if another group has not asked for the room on those dates.
6. Any meetings that would be disruptive to the use of the library are prohibited.
7. Smoking is not permitted anywhere in the library.
8. The study room will be available for use by one group at a time.
9. If the room is vacant please check at the circulation desk.
10. Final decision rests with the Library Board and/or director as to use of the meeting room.