

Private Study/Work Room Policy

The Private Study/Work Room Policy is in place to ensure fair and equitable private room access to library patrons. By using the Private Study/Work Room, you agree to follow this policy. The room is intended to provide a private area of study for individuals or small groups.

Acceptable use of the Private Study/Work Room includes: working on homework assignments, study groups, interviews, mentoring, counseling and conference calls.

A valid library card must be presented when the room is reserved. The cardholder must be part of the group using the room. A valid name and phone number must be given to Library staff at the time of reservation.

Patrons can reserve the room for two-hour increments by filling out the application below. The room can only be used for two hours a day to allow for others to schedule and use the room.

The Private Study/Work Room may not be used as a business headquarters. No business activities including sales, advertising, or promotional activity are permitted.

While using the Private Study/Work Room, patrons must continue to abide by the Library's Building Use Policy and not disturb others or engage in destructive behavior. Failure to do so will result in the patron or patrons' removal from the private room and/or the Library.

Room capacities must be observed while using the Private Study/Work Room.

Snack foods & drinks are permitted in the private Study Rooms, however, if a patron fails to clean up privileges will be lost for up to three months.

Patrons are responsible for all personal property brought into the Private Study/Work Room. The Library is not responsible for monitoring belongings in the room and shall not be

responsible for any loss or damage to any personal items left unattended, damaged, or removed while using the room.

This area is not intended for social gatherings. Use of the room in a manner that is disruptive to other Library users is prohibited.

Suggested Donation for this room is \$20.

Private Study/Work Room Request Application

Name:

Phone Number:

Address:

Email:

Date Requesting:

Time Requesting:

Signature:

Revised: Nov 22, 2019 Revised Sept 20, 2023