

Rosemary Garfoot Public Library Study Room Use Policy

The Rosemary Garfoot Public Library has two study rooms available for use by small groups or individuals to meet or work. Rooms are available on a first come, first served basis. Study rooms are available with seating capacity of four to eight.

Description of Rooms Available

- Historical Society/ Study Room 1 seats up to four (4) people. This room holds Historical Society archives and doubles as office space for the Society.
- Study Room 2 seats up to eight (8) people.
- Both rooms have access to the library's free wireless Internet access.
- When study rooms are in high demand, library staff may book the Community Room as an alternate study room, providing the Community Room is not already booked for public use.

Reservations of Rooms and Hours Available

- Study rooms must be reserved before use. Reservations can be made either in-person or by phone on the same day of the requested reservation time. Reservations are available on a first come, first served basis.
- The person who reserves the room is responsible for the room and using it in an appropriate manner, per the library's behavior policy.
- Study rooms may be reserved by those aged 13 or older. Persons younger than 13 must have an adult 18 years or older present in the study room at all times during use.
- Reservations may be made for up to two hours per day. If there are no other requests to use the meeting room, the reservation may be extended for another two hours.
- Reservation start times are firm. If a patron does not arrive within 10 minutes of the scheduled time, the room will be made available to others.
- Failure to notify the library of a cancellation may result in loss of study room privileges.
- Vacating the room is required if another reservation is scheduled for the room.
- If the room is vacated prior to the reservation's end time, that time will be made available for other users.

Rules of Use

- Study rooms are intended for the purposes of quiet study and discussion.
- The study room seating capacity may not be exceeded due to fire code.
- Furniture may not be brought into the room or removed without approval from library staff.
- Food and drink are permitted in study rooms.
- Study room users shall keep noise to a minimum. If the noise level disrupts other library users, individuals causing the disturbance will be asked to leave the study rooms.
- The library will not provide storage for people using the study rooms.

- Patrons may not leave possessions in the room during their reservation time to run errands, get lunch, or for any other reason.
- Patrons leaving the room unattended for more than 10 minutes will forfeit their reservation.
- Items left behind will be placed in lost and found.
- Upon notification to staff, patrons may leave the room to find library materials to bring to the room. The library cannot assume responsibility for the security of private materials or equipment.
- Study rooms are available during open library hours of operation. All study room users must vacate the rooms ten (10) minutes prior to closing time.
- Patrons using study rooms must leave rooms in order.
- Study rooms may not be used for discussions or meetings if the content tends to incite an immediate breach of the peace.
- Study rooms may not be used for discussions or meetings that promote or encourage violence against or physical injury to individuals or groups of individuals.
- Use of tobacco products and consumption of alcohol on library premises is prohibited.
- Gatherings in the meeting rooms will not be open to the public due to room size.
- The library mailing address shall not be used by groups or individuals, and the library phone number shall not be used as a contact number.
- With the exception of the Historical Society, use of a study room as a place to conduct regular business or hold office hours, is prohibited.
- Anyone using the study rooms must comply with all library policies and shall immediately cease any actions deemed in violation of these policies.
- Failure to abide by library policies and rules for study room use, will result in suspension or termination of study room privileges.

Charges and Fees

- Use of library study rooms is free of charge.
- If the room is not left neat and orderly and extra custodial cleaning is required, the library will bill the user a charge of \$25 to cover the cost of extra labor.
- If the room is damaged beyond normal wear and tear, the library will bill the user for repair or replacement costs. The library determines whether damaged furnishings or equipment can be repaired or require replacement. The library will make arrangements for repairs to walls, floors, furniture, etc.
- If individuals incur charges, they will not be allowed to reserve study rooms until all charges have been paid.

Adopted 3/20/2018

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