

## **Reedsburg Public Library STUDY ROOM POLICY**

### **I. Introduction**

The Reedsburg Public Library welcomes public use of the study rooms. The Library has first priority for use of its meeting and study rooms. Thereafter, requests are considered on a first-come, first-served basis. To ensure the rooms are available to all members of our community and to ensure they remain clean and functional, the Library sets forth the following expectations governing the use of the library study rooms:

### **II. Reservation and Availability of Study Rooms**

- A. Study rooms are available during normal library hours. Room use, including cleanup, must be completed at least 10 minutes before library closing.
- B. Persons or organizations seeking to utilize library study rooms must apply for usage via the library's website.
- C. Reservations may be made up to 30 days in advance. To ensure availability for all community members, individuals and groups will be limited to 3 active reservations.
- D. Study Rooms shall not be used for commercial purposes or for profit.
- F. The responsible party for the room is the person under whose name the booking was made.
- G. Use of study rooms must be in accordance with library policies and guidelines. Failure to comply with this policy or with library staff directions will result in restriction or termination of the user's privileges for room use and/or other library privileges.

### **III. Room Use Guidelines**

- A. All persons using the study rooms must check-in at the Circulation Desk prior to use and to check out after use.
- B. Noise from the rooms must not be disturbing to other library patrons; this includes cell phone use and videoconferencing.
- C. Furniture may not be brought into or removed from the study room without approval from library staff. Windows must not be blocked and lights must be left on during room use unless approved by Library staff.
- D. The Library is not responsible for personal equipment or items used or left in the study rooms.
- E. Study room users are expected to leave the room and fixtures clean and clear of any spills, food wrappers or debris. Waste or garbage that does not fit within the wastebasket should be removed when leaving. Users may be assessed charges in the event of damages to the room or failure to leave the room in the condition in which it was found.

### **III. Endorsement**

The library provides study rooms as a community service and the use of a room does not constitute library endorsement of the viewpoints expressed by presenters or participants. Anyone using a room shall not publicize the event in any way that implies that it is sponsored, co-sponsored, endorsed, or approved by the library unless permission has been granted in advance by the library director or designee.