

## **SMALL STUDY ROOM USE POLICY**

The small study room of the Emmaus Public Library may be used by the general public only during the regular hours that the library is open. The study room may be reserved. A weekly room reservation form will be posted on the door. Front desk staff will handle the study room bookings.

- a. The library's needs take priority over outside individuals or groups on the schedule.
- b. The room may be reserved for a one (1) hour block, with an option to add additional time if the room is not booked by another individual or group.
- c. Requests for use of the small study room can be submitted no more than one (1) week in advance.
- d. To ensure equitable use of library facilities, the library reserves the right to limit usage no more than three (3) hours per day per individual or group.
- e. Use of the small study room must not exceed the five (5) person maximum occupancy.
- f. If the individual or representative of the group who has reserved a room fails to check in with the library staff or volunteer at the front desk within fifteen (15) minutes of the start of the reservation, the library may, at its discretion, cancel the reservation.
- g. Children may not be left unattended for any reason at any time.
- h. Users of the small study room must restore the room to its original configuration and remove any trash or recycling at the end of their designated time.
- i. Users of the small study room must follow all library rules and policies.

Failure to follow this policy may result in the loss of future reservation and use privileges. In publicizing a meeting to be held in a library study room, the sponsoring group must be clearly identified. A group must not imply library sponsorship of its program or organization, or include the library's contact information in its publicity. Permission to use a public gathering place does not constitute an endorsement by the Library of the program or point of view expressed.

Adopted January 15, 2019