

## **Conference Room and Study Room Policy**

1. The Library conference rooms and study room will be left unlocked when in use and the folding partition in the conference room may be closed to accommodate 2 users at a time.
2. The Library conference rooms and study room may be used by individuals or groups on either a first come, first served basis, or by appointment.
3. Individuals or groups using the Library conference rooms or study room are subject to Library policies guiding behavior and Library usage.
4. Users must check at the adult reference desk to sign up for the room, before using the conference rooms.
5. Users may schedule their next session only.
6. In order to ensure that the room is available to a variety of individuals and groups, users will be limited to two hours of conference room and/or study room use a day and a total of six hours of room use per week. Exceptions will be allowed with prior approval from Library
7. Library programs and meetings will take precedence over other room reservations.

### **Library Staff Guidelines for Conference Room Policy**

1. A computer calendar appointment book will be kept. All use must be entered in the calendar.
2. Only schedule the next session for a patron.
3. Only schedule an individual or group for two hours at a time and a total of six hours a week. Staff can make exceptions to this based on a group of individual's needs. If a group or individual is not following the guidelines for usage, staff can talk to them directly or ask a manager to speak to them.
4. Library staff may schedule outside groups' use of the Library Conference Room and the Study Room. The use of other rooms, including the library meeting room.
5. A sign will be posted on the conference and study room doors asking groups and individuals to check in with the reference desk before using the rooms.
6. A copy of the Conference Room and Study Room Policy will be posted in each room.