

Conference Room and Study Room Policy

1. Purpose: The conference and study rooms of the Springfield Public Library may be used by the general public during the regular hours that the library is open. The rooms may be reserved for group or individual use such as meetings, programs, or studying.
 - a. All meetings must be open to the public.
 - b. Prohibited Activities: Library meeting rooms and event spaces may not be used for any activity that interferes with the library operations or is incompatible with its environment, including the practice of a musical instrument. Charging admission or registration fees and in-person solicitations of products, services or donations for organizations other than those in conjunction with a program or event sponsored or hosted by the Friends of the Library or Library Foundation are prohibited. 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.
2. Users must check at the one of the public service desks to sign up for the room before use of the conference room is permitted. If a patron does not show up within 15 minutes of their scheduled time, the reservation can be given away.
3. Individuals or groups using the Library conference rooms or study room are subject to Library policies guiding behavior and Library usage. The individual or group shall leave the room in the same condition as it was found at the beginning of the meeting. The user or authorized representative of the group must report to library staff at the end of the meeting. Food is prohibited in the conference and study rooms except for library sponsored events.
4. 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.
5. Users can only schedule one session at a time. Users may schedule their next session only after they have finished using the room.
6. In order to ensure that the room is available to a variety of individuals and groups, rooms may be reserved for up to two hours, with an option to extend if the room is not booked. To ensure equitable use of library facilities, the library reserves the right to limit usage to no more than three hours per day, a total of six hours of room use per week. Exceptions will be allowed with prior approval from the Library.
7. Library programs and meetings will take precedence over other room reservations.
8. People who violate the Conference Room and Study Room Policy may be asked to leave the Library. Violations will be enforced as specified in the [Library Patron Code of Conduct](#).