

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. If patron does not show up within 15 minutes reservation can be given away.
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.