

### Group Study Room – Branches- Application for Use

1. Reservations may be made in person, over the phone, or by email. Your reservation is not confirmed until a librarian acknowledges the reservation. The Study Room is available on a first come, first serve basis.
2. Reservations may be made in three hour blocks. If there are no others waiting the time may be extended another three hours.
3. Study Room reservations are limited to four times per month (one time=three hour block), per person. Arrangements may be made for special circumstances at the discretion of the Librarian.
4. Use of the whiteboard, wall monitors installed in the room is allowed.
5. Please return the room to its standard arrangement. Person making the reservations is responsible for the condition of the room.
6. There is no charge for the use of the Study Room. No charges may be levied by any group for a meeting held in the Study Room.
7. These rooms are not “sound proof”. Conduct and noise is expected to be kept to a level conducive for study by occupants in the adjacent study rooms.
8. A person must be at least 14 years of age to occupy a study room. Patrons younger than 14 must have an adult 18 years of age or older present in the study room at all times during use.
9. Group Study Rooms may not be used for private social functions such as showers, birthday parties, etc. Programs involving the sale, advertisement or promotion of commercial products; have admission fees or are fund raising, are prohibited. Violation of these policies can result in removal from Library premises.
10. The library’s “Code of Conduct in the Library Policy” applies to all uses of the study rooms.

I agree to conform to all rules and regulations as set forth in the guidelines.

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

Staff Initials: \_\_\_\_\_