

MEET 004

**Meeting Space  
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Group Study Rooms**

**Policy:** There are three group study rooms in the Alice Virginia and David W. Fletcher branch of the Washington County Free Library. These are located on the 3<sup>rd</sup> floor and are available for use by the public free of charge during regular library hours. The rooms are dedicated to use for group study, discussions, projects, tutoring and similar activities.

Rooms may be reserved up to two weeks in advance at the Adult Services desk on the 3<sup>rd</sup> floor or by phone at 301-739-3250 x.300. In order to allow as many people as possible to use the rooms, individuals are permitted 2 two-hour sessions per week. The person who makes the reservation must provide ID or Library Card and check in at the Adult Services desk within 15 minutes of the reservation start time, or the reservation may be forfeit. This person is responsible for the condition of the room during its use. The names of each person in the room may also be requested by the Adult Services staff. The maximum capacity for each room is marked in each room. When the room is vacated, the responsible person must check out at the Adult Services desk. Responsibility for the room ends only after checkout (leaving the room without checking out does not end responsibility). Users are responsible for the room if the door is left open. Changing rooms is not allowed without checking in advance with the Adult Services desk.

In order to allow as many people as possible to use the rooms there is a two hour time limit. If there are no others waiting the time may be extended in one hour increments at the discretion of the Adult Services staff who will note the extension in the original reservation. The person under whose name the reservation is placed must check in at the desk at the end of their initial session to inquire about a time extension. The person who registered for the room will be held financially responsible for any damage done to the room, its furnishings and equipment, by anyone while occupying the room (from check-in until checkout time). The responsible person will inspect the room prior to use and report any damage or unclean conditions to staff at the Adult Services desk. The person who registered for the room will be held responsible for any unreported damage. The room will be left in clean condition. All library rules apply; eating, smoking, drinking (except covered beverages) is not permitted. Rooms will be kept locked when not in use.

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.

A person must be at least 16 years of age to occupy a study room. Patrons younger than 16 must have an adult 18 years of age or older present in the study room at all times during use.

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.

**The library’s “Code of Patron Behavior” applies to all uses of the study rooms. Reservation of a group study room will serve as confirmation that the applicant agrees to all stated above. Violation of these policies can result in removal from Library premises.**