

	E. D. Locke Public Library	
Page 1 of 2	Group Study Rooms	Amended: January 4, 2016 February 6, 2017

Light refreshments may be served, but cooking is prohibited. Dishes and utensils, as well as consumable products, must be provided by the group. Groups are expected to leave the kitchen area clean and orderly.

The meeting room is handicapped accessible. Rest rooms are located across the lobby from the meeting room.

Youth Services Meeting Room

A small meeting room located in the Youth Services area is available for small groups up to 6. This room can be used as a study room when the other study rooms are full. Small groups may reserve this room if the community room is full.

Use of Equipment

The library does not provide personnel to operate AV equipment.

Disclaimers

The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the library.

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or Library Board. In any public announcement, the meeting room user may not use the library's name in such a way that it may be inferred that the library is the host or sponsor of the scheduled meeting.

Purpose of Rooms

2 study rooms are available to the public free of charge for the purposes of small group study and discussion.

Rooms are for use by no more than 6 individuals at a time.

Users must be 12 years of age or older. If under 12 years, user must be accompanied by a responsible adult.

Rooms are not intended for larger group pursuits, including social activities, or sales, club and business meetings.

No for-profit activities are permitted, with the exception of paid tutoring.

	E. D. Locke Public Library	
Page 2 of 2	Group Study Rooms	Amended: February 6, 2017

Room Reservations and Hours Available

One of the study rooms is available for reservations. The first priority for scheduling of the study room is reserved for Library or Village services and programs. Walk-in patrons may use the study room if no reservation has been made.

Reservations may be made up to two weeks in advance. Reservations may be made in person or by phone call to the Circulation Desk. Reserved rooms will be held 10 minutes past their reservation time. Patrons who are unable to keep their reservation are asked as a courtesy to call the Circulation Desk and let the library know. Repeated no-shows may lose their study room privileges. Users may reserve a study room no more than once a week.

Use of study rooms must be arranged at the Circulation desk. Users must sign in on the signup sheet.

Study rooms have a one hour time limit. Patrons may continue to use the room if no one is waiting.

Room must be vacated 5 minutes prior to library closing.

Rules of Conduct

Users are required to adhere to all library rules and regulations.

Cell phones, food and drink are allowed in study rooms.

Noise must be kept to a minimum.

Study room furniture must not be rearranged, and furniture may not be brought in or removed from the rooms. If additional chairs are needed, ask at the Circulation desk.

Items may not be affixed to the walls.

Materials may not be stored in the rooms before or after using them.

Messy craft projects are not allowed, i.e. use of paints, non-washable markers, glue, etc.

Office supplies cannot be requested from library staff.

Rooms must be thoroughly cleaned up after use.

Disregard of these guidelines may result in users being asked to leave the library or users having their study room privileges suspended.