



## **Study Room Policy**

The Creswell Library has one study room available for public use. The room is small, seating up to 8 people. The study room is intended to be used by small groups, one on one conversations, group or individual studying, and test taking.

## **Rules for Use**

- Room occupancy limit is 8 people. Please do not exceed this limit.
- The space is not to be used for commercial purposes – such as selling products/services or hosting events where a fee is charged.
- To ensure that the room is available for many individuals and groups, the study room may be reserved for up to two hours. To ensure equitable use of library facilities, the library reserves the right to limit usage. Exceptions will be allowed with prior approval from the Library Director. Users can only have one reservation at a time. Users may place a new reservation immediately after their current reservation ends but not in the same week. Reservations may be made two months in advance.
- If you are 15 minutes late for your reservation, you will be considered a no-show and the room will be opened to walk in use. If you know you are going to be late please call and let us know and we will keep the reservation.
- Walk in use is welcome but the two-hour time limit is still enforced.
- Users must leave the room promptly when their reservation is over. The room should be left in the same condition as when the reservation began. The library can provide cleaning supplies if needed. If you need time to tidy the room you must account for that time in your reservation. Users must leave the study room 10 minutes before the library closes.
- Failure to follow these rules may cause users to lose access to the study room. First offense, one month suspension. Second offense, six-month suspension. Third offense, indefinite suspension at the discretion of the library director.
- The Library is not responsible for unattended items, please keep all valuables with you.
- Children under the age of 9 must be supervised at all times while in the library, including the study room.

Non-profit organizations and services may be granted an exception to one or more of these rules with approval from the library director.