

## **Highland City Library: Meeting Room Policy**

A small study room is available for study and conferencing purposes by individuals and small groups of people free of charge.

The study room may be reserved on the following conditions:

1. Reservations are made no more than seven days in advance.
2. Individuals may reserve the room for up to two hours at a time.
3. Individuals may reserve the room up to two times each week.
4. A room reservation is forfeited if the person reserving the room is more than 15 minutes late.

When not reserved, the study room use is on a first come, first served basis.

Study room is limited to a maximum of four persons. Study rooms may be used in up to 2-hour blocks and may only be used one session per day, per group/individual. Library staff may extend the time if no one is waiting to use the study room. In this case, however, study room occupants may be asked to leave as soon as the room is needed.

Study room is available during library hours. Study room should be vacated 10 minutes prior to library closing.

Study room may not be used for direct solicitation of clients, fund raising, or events or activities which directly profit the business of a commercial organization or individual.

Users agree to leave the room and furnishings in the condition in which they are found. Users further agree to accept liability for any damage to the facility and its furniture caused by the occupancy of said premises by the individual or group. Children under the age of 14 using the study room must be accompanied by an adult at all times.

No items may be taped or tacked to painted walls. No flammable materials will be permitted.

No smoking, vaping, food or drink is allowed, other than non-spill water containers.

Storage of personal property is not permitted. Users will not leave personal property unattended. Library staff cannot “watch over” or be held responsible for user’s property.

Incoming messages will not be accepted for persons using the study room, except in the case of emergencies.

Users also fall under the Patron Behavior Policy and are expected to comply with the policy.

In the event an individual or group fails to comply with this policy, future use of the study room shall be denied. Individuals or groups denied use of the study room may appeal to the Library Director. Individuals or groups denied use of the study room by the library director may appeal to the library board. Library board decisions will be final.

Adopted by the Highland City Library Board March 25, 2015, February 23, 2023