

STUDY ROOM

I. PURPOSE

The study room is intended for use by individuals or small groups. This policy provides guidelines for advance reservations and walk in use.

II. PRIORITIES

- A. Library sponsored or co-sponsored programs or meetings.
- B. Meetings or programs of all other individuals, businesses or organizations.

III. ENDORSEMENT

Use of the meeting room by outside groups/organizations does not constitute the Library's endorsement of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement will be permitted.

Any flyer, brochure, or press release announcing an event or meeting in the Library's study room must include the following statement: "Sponsored by (name of organization). This program/meeting is neither sponsored nor endorsed by the Warrenville Public Library District."

IV. EQUAL OPPORTUNITY

Activities taking place in the study room must not be closed to any person due to age, gender, race, religion, national origin, disabling condition or any other legally protected category.

V. FEES

There is no fee to use the study room.

VI. RESERVATIONS AND SCHEDULING

- A. The Library may reserve the study room at any time for meetings or programs sponsored or co-sponsored by the Library.
- B. The study room may be reserved for use only during the hours that the Library is open for public service.

- C. Warrenville Library cardholders may reserve the room up to seven days in advance by phone or in person.
- D. Anyone may make a same day reservation by phone or in person.
- E. Limit 1 reservation per day.
- F. Maximum reservation length is 3 hours. Reservations are allotted in 15-minute increments.
- G. A reservation may be extended in one hour increments if the room is not in use. Extensions should be requested by the user within the last 15 minutes of the current use period. If no extension is requested and the user stays beyond the allotted reservation, the user must vacate prior to the next reservation or within 10 minutes of the arrival of a walk-in reservation.
- H. Reservations will be held for 10 minutes after which time the reservation will be forfeited.
- I. Must be 8 years or older to make a reservation. This is in accordance with the Library's Unattended Children Policy.

VII. OTHER

- A. Users must abide by the Library's General Rules of Conduct and Unattended Children Policies.
- B. Covered beverages and light refreshments are permitted.
- C. The study room must be left clean and orderly.
- D. Maximum study room capacity is 6 people.
- E. If a user has three or more no-shows in a four-week period, his or her reservation privileges will be suspended for three months.
- F. At the discretion of the Library Director, study room privileges may be suspended for violation of this policy.