

Study/Meeting Room Rules

The library has eight free study/meeting rooms available on the main level of the library and five more in the youth and teen areas. Some of these rooms can be reserved in advance and others are available for walk-in use only. The capacities range from two people to eight people. Rooms in the youth area are limited to use by students only.

PLEASE NOTE: Being more than 15 minutes tardy for your room reservation could result in your reservation being cancelled to allow others access.

Rules

1. Study/meeting room bookings are limited to no more than 2 hours per reservation up to a total of 6 hours per week and cannot be made more than 14 days in advance.
2. Be prepared to exit the study/meeting room when your reservation period is over. Although we will try to accommodate extensions when no other reservations exist, it is not always possible to do so.
3. No more than the posted maximum occupancy is allowed to be in a study/meeting room at one time.
4. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave.
5. We provide whiteboard markers for use in our study/meeting rooms. Do not use other types of markers, pens, or pencils to write on the whiteboard.
6. The Library is not responsible for loss or damage of items left in the study/meeting rooms.
7. Do not add or remove furnishings from the study/meeting rooms.
8. Food and drink are permitted but should remain contained.
9. The study/meeting rooms shall not be used for any unlawful purposes. Anyone using the rooms will abide by our [Patron Behavior Policy](#) and all [other Library policies](#), rules and regulations.
10. Users shall not use the study/meeting rooms for commercial purposes.