



# Friends Study Room Policy

The Friends Study Room is a workspace for up to 4 people. The Friends Study Room is free to use. Larger meeting rooms are available for rent for nonprofit organizations and government agencies.

The Friends Study Room is available for individual or small group use only. Study rooms may not be used by organizations affiliated with profit-making or partisan political sponsorship; sectarian religious services or instruction; private parties, celebrations, or private clubs.

In order to use the Friends Study Room, patrons will need to sign in at the Kid's Space desk on the first floor. When finished, patrons must sign out of the study room at the Kid's Space desk.

Patrons younger than 13 must have a parent or guardian present to use a study room.

Use of Friends Study Room is limited to 120 minutes (2 hours), once per day.

Space in the study rooms is first come, first served, unless a reservation is made prior. Reservations can be made up to 4 weeks in advance at the Kid's Space desk. Reservations for study rooms will be held for 15 minutes after the schedule time.

Study room users must adhere to all Library policies. Food and drink are prohibited.

A valid library card is required to use the computer in the Friends Study Room.

Individuals who are using the Friends Study Room are responsible for any lost, damaged, or misused equipment.

Users must save their work on an external memory source; items may not be saved on the computer in the Friends Study Room.

## Friends Study Room Hours:

Monday / Friday / Saturday: 10:00am - 4:30pm

Tues / Weds / Thurs: 9:00am - 7:30pm

Sunday: 1:00 - 4:30pm