



POLICIES FOR USE OF GROUP STUDY OR TUTOR ROOMS

Effective July 1, 2014

These rooms are a shared community resource and as such they must be made available to as many customers as possible

Time Limits and Capacity

- Rooms can be reserved by individuals or groups for up to two hours per day.
- The maximum number of people in a room is predicated on fire code and available seating.

Reserve a Room

- Reservations can be made on-line through the MCPL website at home or in the library, by calling the library or by signing in at the Information Desk at the library.
- Reservations can be made up to one week in advance.
- Customers should call the library to notify them that they are running late. Their reservations will then be held for 15 minutes, and they have the use of the room the rest of the time reserved.
- If there is a no-show: after 15 minutes of reserved time, the room will be released to another user.
- Customers may make reservations of group study or tutor rooms in two different libraries on the same day.
- **Individuals and groups are limited to two reserved hours per day in a branch.**

Guidelines

- No food or drink is allowed – except bottled water.
- Do not move chair and tables from other areas of the library into the group study or tutor rooms.

- Doors need to remain unlocked at all times.
- No materials may be pinned, taped, or otherwise affixed to the wall, tables or furniture.
- Only the following materials are permitted for use in the rooms:
 - Poster board, paper, construction paper.
 - Pencils, pens, crayons, washable non-permanent markers.
 - Scissors; blunt end scissors in children's private group study room
 - Washable, non-toxic glue sticks.
 - Scotch tape, stickers.
 - Dry erase markers for white boards.
 - **All other crafting materials are prohibited.**
- Room should be cleaned up before leaving. Customers are expected to leave the room in the condition in which it is found. All trash and paper must be removed from the room at the end of the booking.
- The customer who did the reservation and occupied the room is responsible for the condition of the room at the end of the booking. This person will be accountable for repairing any damage to carpeting, paint or furnishings.
- Leave the room on time. Someone else is often waiting to use the room. Library staff cannot issue reminders that time is up.
- Branch staff can allow customers or groups extra time in these rooms if there is no one waiting or the room is not reserved.
- Abuse of the room, equipment and furniture will result in the suspension of user privileges.
- If a group of the same individuals exceeds the two hours per day limit, the group will be warned by staff, and its use of the room will be cancelled for that day.