

# Study Room Policy

## General Statement

Study Rooms of the Mount Clemens Public Library are for the primary use of our citizens, businesses and organizations based in our community to provide a space for educational, intellectual, and cultural meetings that further our mission of community engagement.

Use of the public Study Rooms are subject to availability and compliance with the terms of this policy. Provision of library Study Rooms for public use does not constitute endorsement by the Mount Clemens Public Library, or library staff, of the groups or individuals using the public meeting space.

Failure to show up for your reserved time may lead to cancellation of future dates or the inability of yourself or your organization from reserving space within the Mount Clemens Public Library in the future.

## Rules regarding use of study rooms

- Library programs, meetings, and events have first priority for use of all meeting spaces of the Mount Clemens Public Library.
- Use of Study Rooms are reserved for groups of 1 to 8 individuals. Any citizen, business owner, or property owner with a valid library card in good standing and over the age of 18 years old may reserve the Study Room for their group or organization. Additional chairs may not be added to the room.
- Study Rooms are available during regular operating hours of the Mount Clemens Public Library. All use of the rooms must be ended and the Study Room vacated and cleaned no later than 15 minutes before the scheduled closing of the library.
- Use of more than one study room at a time is prohibited.
- No fees will be associated with using the Study Rooms for personal use.
- Reservations for Study Room use can be made no more than 30 days in advance. Reservations may be made for up to 4 hours at a time, and 8 hours total per person/organization per week.
- Any reservation request for the Study Rooms may be rejected, or any previously granted permission may be withdrawn, at the discretion of the Library.
- A reservation of the Study Rooms may be canceled in accordance with library policies concerning temporary closures and emergency procedures.
- All users of the room must agree to comply with the Mount Clemens Public Library Code of Conduct, Unattended Child Policy, local ordinances, and state and federal laws that apply. The responsible party must inform program attendees of the library policies and regulations.
- The responsible party must make other users aware of and comply with library policies.
- The library can not guarantee that Study Rooms are soundproof. Lighting within the study rooms must stay within acceptable levels as appropriated to the intended use of the rooms.
- Users of the Study Room may be asked to leave if Library policies are not being followed or the Study Room is being used inappropriately. Failure to comply with Library Policies may result in the forfeiture of Library privileges as determined by the Library Director.
- The reservation holder will accept all responsibility for ensuring that the room is in the same condition it was in prior to the usage of the room. If special cleaning is required of the room, there will be a \$50 dollar fee assigned to the reservation holder.

- Directions for technology use will be provided at the nearest service desk. Library staff will provide basic technology assistance, within reason, with library-provided equipment.
- Use of any equipment not supplied by the library must be approved in advance by the library director or staff member authorized by the Library Director.
- The library shall not be held liable for any injury sustained or damage done that is related to the use/misuse of equipment or the rooms.
- The library reserves the right for staff members to enter a room at any time.

