

Policy for Meeting Rooms #3-6 at the Main Library

Meeting Rooms numbered 3-6 (referred to in this policy as study rooms) may not be booked ahead of time and are available for use on a first-come, first-served basis. You must sign-in at the Patron Services Desk to use one of these rooms. For groups of 8 or more, if you wish to book a room for a certain date and time, you may contact the Public Relations Department to book the Gaier Room, or Meeting Rooms 1 and/or 2.

Who may use the study rooms?

Any patron age 18 & older may use a study room. All library policies will be in effect in the study rooms including the Code of Conduct. Children under the age of 18 may not utilize rooms without an adult.

What may you use the study rooms for?

The primary purpose of the study rooms is to provide space for small (non-profit) groups to meet and work including but not limited to: tutoring, exam proctoring, homework assignments, study groups, committee meetings, planning or discussion groups, interviews, meetings, mentoring and counseling.

No entrance fee may be charged, no collection or registration may be taken and no purchase may be required or advertised by individuals/groups in the study rooms.

The study rooms are not for personal phone calls, video gaming, entertainment, or social gatherings (graduation parties, weddings, and birthday/anniversary parties). The study rooms are not to be used as a base of operations for any club, business, or organization.

An adult with children may not occupy a study room for the sole purpose of keeping the children under control.

The study rooms may not be used for sales, advertising or promotional activity. Fees may not be charged by tutors using the study rooms and use of the study rooms by paid tutors/trainers for profit is prohibited.

Training/educational videos may be viewed in these rooms, however groups of more than 3 people must have public performance rights/licensing.

Study rooms shall be not be used in any way that interferes with regular library services and operations, or which causes a threat to the safety of library employees, patrons or property.

When may you use the study rooms?

Study rooms are available during the library's regular hours of operation. Study rooms may be used during times when they are not in use for library-sponsored programs and activities. Individuals/groups may use study rooms on a first-come, first-served basis. There is a two hour time limit per session. Usage may be extended beyond two hours if no other patron is waiting for an open study room. All patrons must vacate the study rooms 15 minutes before the library closes.

How do you schedule the room?

You must sign-up in person at the Patron Services Desk. (The library will not accept phone calls or emails to request the study rooms). Study rooms may be used for two hours at a time. You may enter the room if it is unoccupied and no one is ahead of you. Once your 2 hours are up, you are required to go to the help desk to see if anyone is waiting for a study room. If no one is waiting, you may sign-up for another 2 hours (limit of three, two-hour sessions per day, for a total of six hours). You may only schedule one, two-hour session at a time and must wait until your current session is over before signing up again. *Note: You may not be able to stay in the same room, if someone has requested the room you were using.*

If all of the rooms are in use, you can add your name to the list in the next available time slot on one of the room schedules. It is your responsibility to be ready when the room becomes available. Failure to arrive within 15 minutes of the scheduled time will result in a forfeiture of the reserved room and the next person on the list will get priority.

Room disputes will be handled by library security. If you are scheduled to use a study room and the person currently occupying it has stayed over their two hours, and no other room is available, let library security know or ask a staff member to call security. Please ***do not confront the person yourself.***

Additional Rules:

The study rooms are intended for use by a set number of people, users are not to exceed each room's posted seating capacity. Furniture may not be brought into or removed from a study room.

Rooms shall remain unlocked during use.

The library will not provide storage for patrons using the study rooms. Patrons may not leave their possessions in a study room during their reservation time to get lunch, run an errand, etc. Patrons may leave the study rooms to find library materials or seek assistance from library staff. However, the library does not assume responsibility for the security of personal possessions.

Users may not tape or tack materials to study room walls or windows. Magnetic white boards are provided for writing and display. Windows in the rooms may not be covered at any time.

Patrons who use the study rooms are expected to leave the rooms in their original order, free of trash.

Non-alcoholic drinks are permitted but they must be in closeable containers. Small packages of snack foods (like those found in a vending machine) are permitted (i.e. chips, cereal bars, candy).

Study room users must keep noise levels to a minimum so as not to disrupt other library users. If the noise level becomes disruptive to others, the study room occupants may be asked to vacate the room.

Study rooms are intended to be quiet places for the public to use, however - there is no guarantee of complete quiet as the rooms are not soundproof.

Use of the library's study rooms does not constitute the Clark County Public Library's endorsement of viewpoints expressed by the room's occupants. Advertisements or announcements implying such endorsement are not permitted.

Library security staff has discretionary authority to remove users from study rooms should behavior be inconsistent with the room's purpose and/or is disruptive to others.

Failure to abide by the policies and rules established for study rooms will result in suspension or termination of an individual's study room privileges.

This policy may be changed at any time.

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