

Scituate Town Library Study Room Use Policy

**Use of a Library study room indicates that you agree
to the following terms and conditions.**

Policy Statement

The Scituate Town Library makes three small quiet study rooms available without charge to non-profit community groups and individuals for small group work or other tasks which may not be easily accomplished in other areas of the Library.

Regulations

Eligibility for Study Room Use

1. When study rooms are not in use for Library-sponsored programs, individuals, study groups, and non-profit and community groups may use the rooms for educational, cultural, and intellectual activities consistent with the Library's mission and goals.
2. Study rooms shall not be used for entrepreneurial or commercial purposes (with the exception of paid tutoring), for the solicitation or development of business, for profit or for fundraising, for religious services or proselytizing, for individual political campaigns or partisan political recruitment, or for gambling or games of chance.
3. In permitting use of its study rooms, the Library does not imply endorsement of the beliefs, policies, or activities of any group or individual.

Scheduling and Reservation Procedure

4. Library study rooms may be reserved by individuals and groups. Maximum occupancy for all Library study rooms is 6 people.
5. Quiet Study Room 109 may not be reserved in advance, but will be made available for walk-in reservations only.
6. Reservations for Library study rooms may be made online, by phone, or in person. All reservations will be approved or disapproved at the sole discretion of the library staff.
7. Study room reservations may be made up to 1 month in advance. Individuals/groups may reserve a room up to 3 times a week; Paid tutors are limited to one reservation per week. Rooms may be reserved for up to 2 hours per day.
8. Reserved rooms will not be held more than 15 minutes past the time reserved, and may be assigned to the next applicant after that time.
9. Walk-in users may use the rooms, if they are available, for up to a 2-hour period beginning when they are signed in.
10. Individuals/groups may extend their use of a study room in one hour increments after their reserved time has elapsed if no one else has reserved the room.

11. The Library staff may cancel a study room reservation due to building conditions, weather conditions, or other special situations.
12. The Library staff reserves the right to resolve schedule problems by adjusting reservations or schedules.

Availability of Facilities and Equipment

13. Study rooms are available for use from opening until 15 minutes before closing time.
14. Each study room contains tables and chairs, which may be arranged by individuals/groups using the rooms.

Publicity

15. In publicizing a meeting to be held in a Library study room, the Library phone number should NOT be listed for further information and the sponsoring group must be clearly identified, along with the group's contact information. Groups must not imply Library endorsement or sponsorship of their program or organization in their publicity.
16. Posters and flyers for non-Library meetings may be posted on the Library's community bulletin boards at the Library's discretion. The Library staff will not list non-Library sponsored meetings or events in its online or print event calendars.

Use of Study Rooms

17. Study room users must be at least 13 years of age.
18. Study room activities must begin and end at the times specified in the reservation, except as stated above.
19. No food or unlidged drinks are allowed in the study rooms.
20. Study rooms must be left clean, and in the same condition as found. Any individual/group that damages Library property will be liable for costs incurred in connection with such damage and may lose the privilege of using study rooms in the future.
21. All Town of Scituate ordinances, including the fire code, and Library policies, including posted room capacities, must be strictly observed.
22. Nothing may be stored for a group before or after a meeting, and all equipment, materials, and supplies must be removed immediately after a meeting.
23. Study room activities must not interfere with or disturb other users or Library staff.
24. The Library telephone will be available for emergency use only. No messages will be taken for non-Library organizations or individuals.

Liability and Responsibility

25. The Library assumes no responsibility for lost, stolen, or damaged items brought into a Library study room.
26. Any individual or organization using a Library study room agrees to indemnify and hold harmless the Library and its Board of Trustees and the Town of Scituate and its officials for any and all liability which may arise from the use of the premises.
27. The Study room use privileges of any organization or individual that failing to comply with this Policy and its regulations will be rescinded.

28. The Library Director shall have the final decision on any study room use application and reserves the right to review, accept, or reject any and all reservations for study room use, subject to appeal to the Board of Trustees.
29. Comments, suggestions, or complaints about this Study Room Use Policy or about any programs or events held in Library study rooms should be addressed to the Library Director.