

Quiet Room Policy

The Quiet Room is available for individual and small group use (up to four people) for discussions, meetings, and quiet work or study.

- The Quiet Room may be reserved in advance, or on a drop-in basis:
 - For up to two hours per day in increments of 15 minutes. Gaps must be at least 1 hour.
 - The room can be reserved up to 30 days in advance, on up to five days.
 - Drop in use subject to availability.
- Include enough time in your reservation to:
 - Set up your activity before it begins.
 - Clean up the room after your activity is complete.
 - Return the room to its original setup after your activity is complete.
- **Reservations will be held for 15 minutes** before a room is released for others.
- **If left unoccupied** for more than 15 minutes, the room will be released to others.
- Return the room to its original condition and report any issues to library staff.
- **Return key 5 minutes** prior to the end of the session. Timekeeping is the user's responsibility.
- **Additional hours** may be added 1 hour at a time unless others are waiting.

- **Remote work and business meetings are encouraged.** However, the library and Quiet Room may not be used or advertised as a regular business premises.
- The Quiet Room can be requested by those ages 15 and older. Those ages 14 and under must be accompanied by an adult.
- Please be aware that the library's Behavior Policy also applies to the Quiet Room.
- **Noise:** the room is not soundproof; discussions should take place at a conversational level.
- **The library is not responsible** for personal items.
- **Disruptions/misuse** may result in revocation of room privileges.

Adopted by the Board of Trustees on March 14, 2024.