

SUBJECT: PUBLIC USE OF STUDY AND CONFERENCE ROOMS**I. PURPOSE**

Naperville Public Library has study and conference rooms available for public use. The library's study and conference rooms are designed to meet the needs of small groups or individuals for limited periods of time.

II. SCOPE

This policy applies to all rooms adjacent to public service areas in the library's buildings that have been designated as study or conference rooms by the Executive Director. Public access to meeting rooms is covered under Policy 320 - Public Use of Meeting Rooms.

III. PROVISIONS

- A. Study rooms are available for free on a first come, first served basis to groups and individuals. Sign-in for room use may be required. There is a one-hour per use time limit on the study rooms when others are waiting for a room. Library staff may extend time when no one is waiting for a room.
- B. Conference rooms can be reserved in advance for a \$10 per hour fee through the library's website (<http://www.naperville-lib.org/about/meeting-rooms>) or at the reference service desk. If there are no reservations, the conference rooms can be used for the \$10 per hour fee. The \$10 fee is for any time period up to and including one hour. There is a 4-hour per day time limit for use of the conference rooms.
- C. The Library reserves the right to limit the use of study or conference rooms to Naperville Public Library cardholders as necessary.
- D. Library staff may reserve study or conference rooms to provide library activities or services.
- E. Each study or conference room has a capacity limit which is posted for the room.
- F. Misuse of any study or conference room may result in the loss of room privileges.
- G. All library policies must be observed while using the study and conference rooms.
- H. No food is allowed in the study or conference rooms.
- I. The person signing for or reserving the room is responsible for the condition of the room upon vacating. All rooms are to be left in the same condition in which they were found.