

## **Maplewood Public Library Study Room Policy**

1. The Library has two study rooms available to the public at no cost. Maximum capacity is four people.
2. Study rooms are available to any individual or small group in need of a small, quiet meeting space.
  - a. Private social events and parties are not permitted.
  - b. Commercial use is not permitted, including but not limited to sale of goods or services or the solicitation of future sales or services, executing fee-for-service agreements, or securing contracts of commitment to services provided elsewhere.
    - i. Meetings of an informational or educational nature may be given by businesses so long as they make no direct solicitations of attendees.
3. No admission fees or collections will be allowed for any meeting. Pass-through costs for educational materials may be collected.
4. Meetings may not begin until the Library opens and must end 15 minutes prior to the Library closing.
5. Study rooms are available by reservation and for walk-in usage.
  - a. Reservations are made on a first come, first served basis. Reservations must be made at least 24 hours in advance and cannot be made more than one month in advance. No more than three reservations per week can be made by any individual or group; additional usage on a walk-in basis will be permitted if the room is available.
  - b. If there are no existing reservations, visitors are welcome to use the study rooms on a walk-in basis.
  - c. Reservations may be made for up to 3 hours; walk-in usage is limited to 2 hours, extendable if no one is waiting and there are no existing reservations.
  - d. If the Library closes due to inclement weather or other emergency, every effort will be made to contact the person who reserved study rooms.
6. Anyone under the age of 14 must be accompanied by a responsible caregiver.
7. Additional furniture may not be brought into the study rooms, and furniture cannot be removed from the rooms.
8. Maplewood Public Library's Rules Concerning Proper Use applies to study room usage. All library policies concerning the care of library property outlined in Maplewood Public Library's Meeting Room Policy should be observed during study room usage.

9. Prior use of the Library's study rooms does not entitle any group or individual to future use. Permission to use study rooms is revocable and does not constitute a lease. The Director may deny permission or cancel existing reservations for any individual or group that is disorderly or violates these policies. Per Secretary of State Rule 15 CSR 30-200.015, Maplewood residents and the parents/guardians of children living in Maplewood have the right to challenge any group's usage of the Library's space. The Director will review all challenges and notify both the renter and complainant of the final decision in writing within 30 days of receiving the challenge.
10. Special requests will be considered by the Director.