

Study Room Rules & Regulations

Reservation of Study Rooms

1. Study rooms are available for individuals and groups no larger than eight. Scheduling will be on a first-come, first-served basis.
2. Reservations for study rooms can be made no more than three months in advance.
3. The same individual or group cannot reserve a study room more than three times a month.
4. Reservations can be made online at swpl.org
5. The person submitting the application must accept Southwest Public Libraries' Rules & Regulations for the space and take responsibility to see that all conditions of use are followed.
6. If the scheduled individual or group needs to cancel their reservation, the library should be advised at least four hours in advance.

Use of Study Rooms

1. Study rooms may not be used by outside groups for fundraising, profit-making endeavors, petitions, or signature gatherings.
2. Study rooms can be reserved for up to 4 hours. While patrons may be able to extend their reservation based on room availability, the library cannot guarantee additional time for any room.
3. Individuals or groups may use only one study room a day. Groups cannot sign up for a different room under a different name on the same day.
4. Hot food such as fast food or pizza, catering, and ice cream are prohibited in the rooms. Beverages must have lids on them. Light snacks are acceptable.
5. Per the fire code, the number of patrons in the room cannot exceed the number of chairs. More chairs cannot be added to a room.
6. Study room use must be conducted with a minimum of noise.
7. Individuals or groups must arrive within 30 minutes of their reservation. After 30 mins, their reservation will be canceled.
8. Study rooms use must end 15 minutes prior to library closing time.