



9400 S. Troy, Evergreen Park, IL 60805 • Phone: 708.422.8522 • Fax: 708.422.8665 • [evergreenparklibrary.org](http://evergreenparklibrary.org)

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## **Policy for the Use of the Library Study Rooms**

**Study Rooms are locked when not in use. Please check in at the Reference desk.**

### **Appropriate Use**

- Persons using the study rooms are expected to engage in activities associated with the use of a public library. All users are subject to the Evergreen Park Public Library Rules of Conduct.
- Study rooms are not intended to be the regular meeting site of any group or organization.
- The following uses are expressly prohibited: buying, selling, advertising, or trading products or services (other than educational services or a paid tutor) for cash or other consideration (except in support of the library); political rallies or meetings, religious services, and personal or family events.

### **Eligible Users**

- Study rooms accommodate small groups of up to four people. Exceptions can be made at the discretion of the staff member in charge.
- An adult must accompany children under age 12.

### **Time Limits**

- Groups are limited to two hour blocks of time. If no one is scheduled to use the room after a reservation, use of the room can continue until someone else is waiting.
- Another member of the group cannot extend the time beyond two hours or exceed the maximum use per day by signing in under a second individual's name.
- The library reserves the right, based on community demand, to limit the number of days a group or individual may reserve a study room.

### **Reservations**

- Reservations can be placed online by visiting [evergreenparklibrary.org](http://evergreenparklibrary.org) or accepted by telephone up to 24 hours in advance; otherwise use is on a first come, first served basis.
- All study room users must check in with staff at the Reference Desk.
- Use of study rooms must begin within 10 minutes of start time.

### **Behavior and Use**

- Users are responsible for leaving the room in a neat and orderly condition. The library is not responsible for items left in the room.

- Persons discovered eating, drinking beverages without a cover, littering, engaging in loud or disruptive behavior, defacing library property or otherwise acting inappropriately may be asked to leave.
- Users may not move or remove furniture from the room.