

USE OF THE EVERGREEN PARK PUBLIC LIBRARY STUDY ROOMS

STUDY ROOMS ARE LOCKED WHEN NOT IN USE

PLEASE CHECK IN AT THE REFERENCE DESK

APPROPRIATE USE OF STUDY ROOMS

- Persons using the study rooms are expected to engage in activities associated with the use of a public library. All are subject to the Evergreen Park Public Library Behavior Rules.
- 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 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

- 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 other than bottled water, 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.