	<h1>Clay County Library Policy\Procedure</h1>	Procedure Date(s)
BUI-002	Study Room Policy	5/2/2019

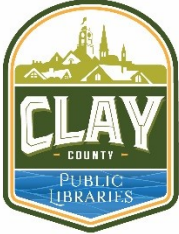
CLAY COUNTY LIBRARY SYSTEM STUDY ROOM POLICY

The Clay County Public Library provides Study Rooms at the Fleming Island, Green Cove Springs, and Orange Park branches for use by patrons of all ages. The contact person who books the Study Room must provide a name and email address at the time of booking.

STUDY ROOM USER AGREEMENT

Requirements for Study Room Reservation

1. Study Room reservations may be made online (preferred method), by phone, or in person. A Study Room may be reserved for up to 2 hours per day with a maximum of 2 uses per week. Study rooms may be booked up to 90 days in advance.
2. If you have not checked in to the Study Room by 30 minutes after the start of your reservation, your reservation for that day is forfeited and the room will be available for another patron to reserve.
3. The Clay County Public Library has priority use of Study Rooms. Upon notice and for adequate reasons, without limitation, the Library may withdraw permission to use a Study Room if it is needed for use by the Library. The Library will attempt to avoid cancellations, and when they occur, try to offer an alternative space if available. The Library will attempt to give advance notice should a cancellation become necessary.
4. No admission fees may be charged for functions held in Study Rooms, nor may any person sell their wares. No money may be collected, exchanged, or other fundraising activities conducted.
5. Medical procedures and demonstrations are prohibited.
6. Food is not permitted in study rooms. Beverages must be in a container with a lid\top\etc.
7. Individuals and groups using a Study Room agree to abide by the terms and conditions of the Study Room Policy and Patron Code of Conduct.
8. Smoking, including chewing tobacco products, vaping or the use of e-cigarettes or spitting tobacco is prohibited.
9. The Library Director, or designee, reserves the right to deny a reservation if the anticipated use of the Study Room is likely to be unreasonably disruptive to regular Library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of the Patron Code of Conduct.

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Failure to Comply with Study Room Requirements

1. Failure to comply with the stipulations in the Study Room Policy may result in the inability to book Study Rooms in the future.

Use of Facilities

1. If the use of a Study Room disturbs regular Library operations, the Library reserves the right to immediately terminate such use.
2. Materials may not be affixed to the walls, ceilings, doors or windows. Decorating, confetti, glitter or other items which make cleaning or vacuuming difficult, burning candles, incense, pyrotechnics, or any type of open flame is not permitted.
3. Chairs and tables are provided. The person reserving the Study Room is required to return furniture to original set-up prior to the end of the reservation.
4. You must exit promptly at the end of your scheduled session.
5. Cleaning up the room, including disposing of trash and cleaning whiteboards and tables, is the responsibility of the persons using the Study Room.