POLICY STATEMENT
The Library allows the use of the group study room for two or more people for civic, educational, and philanthropic purposes. Use of the group study room must not interfere with the operation of the Library.

RESERVATIONS
- Reservations for the group study room will be taken on a first-come, first-served basis
- The Library reserves the right to reschedule confirmed group study room reservations in order to use the space for programs or events sponsored by the Library.
- This room can only be used during normal library hours. The number of times this room may be scheduled each month will be based on demand.

RULES FOR USE
- Groups cannot put anything on the walls, windows or window fixtures.
- Room and furniture must be in its original condition – neat, clean and undamaged.
- A separate application must be completed for each day the group study room is booked.
- Attendance at any meeting may not exceed the maximum capacity of the room. Maximum capacity number for the group study room is 6 people.

CANCELLATION POLICY
- At the Library Director’s discretion, Group Study Room privileges may be refused or canceled for reasons including, but not limited to the following:
- Failure of a group to observe rules and regulation
- If the representative of the group who has reserved the room fails to check in with the library staff within thirty (30) minutes of the scheduled reservation, the library may, at its discretion, cancel the reservation.
APPLICATION FOR THE USE OF THE GROUP STUDY ROOM

Application Date: _____________________ EST. ATTENDANCE: __________

Name of Contact Person: __________________________________________________

Mailing Address: _________________________________________________________

(Street) ________________  ______________  (____)_________________

(City/State)  (Zip) (Phone #)

E-Mail Address: ___________________________________________________________

Date: _____________________  Times: _____________________

I have read the regulations governing the group study room, and I agree to abide by them.

Signature: _____________________________________________________________