



## Study Room Use Policy

### PURPOSE

The Cornelius Public Library provides three small study rooms (capacity up to six people) for use by individuals and groups during the hours the library is open to the public. Electrical outlets and whiteboards are provided in each room, and wireless internet is available throughout the building. When not in use for Library sponsored events, the rooms are available to the public for use which is subject to the rules below.

### RULES

- The rooms are free to use.
- When rooms are not reserved, use is on a first-come, first-served basis.
- Use of the rooms is limited to two hours per day unless no one else has a reservation or is waiting.
- Conduct and noise is expected to be kept to a level conducive for study by occupants in the adjacent study and board rooms.
- Personal Items left in study rooms are the responsibility of the owner; the library is not liable for any loss or damage.
- Study room doors must remain unlocked at all times while in use.
- Library staff will have access to the study rooms at all times.
- Study room users must abide by the Library "[Rules of Behavior Policy](#)" and "[Food and Drink Policy](#)."
- Report to staff any issues or concerns with the furniture or equipment in the study rooms.
- Individuals or groups who reserve the study rooms may not use any library or city logo in their advertising nor market the gathering as a library sponsored program.
- Library staff are empowered to enforce these rules. Permission to use library study rooms may be withheld or withdrawn from individuals or groups failing to comply with Library rules and policies.

The library staff may ask users to limit their time in a room in order to provide free and open access for everyone so that no person/group monopolizes a room to the disadvantage of others. This is to ensure that if a library visitor sees that all the rooms are occupied, they can be assured of the use of a room within a reasonable amount of time.

### RESERVATIONS

- Study rooms may be reserved for periods of two hours or less, up to 30 days in advance.
- Users and groups are limited to three reservations per week.
- Reservations will be held for up to 15 minutes after the reservation beginning time.
- Study rooms may be reserved online using the library's meeting room reservation system.
- Early reservation check-in may be up to 15 minutes if the room is available.

Approved by the Library Advisory Board 08/07/2025; by City Council 10/06/2025.

## **USER RESPONSIBILITIES**

In consideration for the use of the study rooms, each user accepts full responsibility for and will pay for all damage to any property of the City of Cornelius resulting directly or indirectly from the use of the room or the conduct of the users.