

STUDY ROOM USE POLICY

POLICY: The Tigard Public Library provides three study rooms for use by individuals and community non-profit groups. When not in use for library activities, the rooms are available under the following guidelines approved by the Library Board, and the general Library Use Guidelines. The Library neither approves nor disapproves of content, topics, subject matter, or points of view of individuals or groups using the study rooms.

RULES:

- The rooms are available for non-profit, educational, or cultural groups of up to six persons, or for individuals who wish to study.
- Rooms are available on a first-come, first-served basis.
- The rooms are available during the hours the library is open. Use of the rooms must end at least 15 minutes prior to the library closing.
- Activities in the rooms must not be disruptive to others in the building.
- Activities occurring in rooms must not violate any City of Tigard ordinances or state statutes.
- Rooms and furnishings must be left in their original condition.

Reservation Procedures

- Rooms must be reserved by sign-up at the main Reference Desk. Sign-ups may be done in person or by telephone.
- Rooms may be reserved up to one week in advance.
- Identification such as a Student I.D. card, Library Card or valid Oregon Driver's License or Oregon State I.D. card is required for reservation of a Study Room. The card will be held during the use of the Room.
- Maximum reservation time for groups or individuals is two hours a day unless no one is waiting or other reservations have not been made. Additional reserved time for a room may be negotiated with the Reference Desk staff. Decisions regarding additional time will be based on 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 of the rooms are occupied, they can be assured the use of a room within a reasonable amount of time.

- Reservations will be held for up to 15 minutes after the reservation beginning time.
- Users must check-in at the Reference Desk before using a room. Rooms are kept locked when not in use and can be opened only by library staff.
- In order for users to retrieve their identification, they will be asked to sign-out at the Reference Desk when they have finished using a Study Room.

City Liability

All groups or individuals using the Library study rooms agree to take appropriate measures to protect, indemnify, and defend the City, its elected and appointed officials, and all employees against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the City defending any such claim. The City, its elected and appointed officials, and all employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in the building.

User Liability

The City recognizes that a certain amount of wear will occur to the study rooms over the course of normal use. However, in the event the maintenance guidelines are violated, the user will be liable for the following charges:

1. Repair or replacement of equipment or facilities damaged due to neglect, vandalism or misuse.
2. Cleaning expenses incurred to clean up the room if not left in the same condition as found.