WORK/STUDY ROOMS

POLICY NUMBER: BML - 119

EFFECTIVE: March 21, 2019

SUGGESTED REVIEW: 5 Years

1. PURPOSE
   A. Work/Study Room use is part of program of service to furthers the library’s objectives of:
      1. Promoting lifelong learning
      2. Enhancing quality of life
      3. Encouraging individual intellectual freedom
      4. Broadening horizons for all
   B. Use of Work/Study rooms shall have the following priority:
      1. Library sponsored or co-sponsored programs
      2. Organizations in partnership with the Library, including Friends of the Library, the Hillsborough Literacy Council, etc.
      3. Governmental agencies
      4. An individual who has, or a community group or other non-profit organization with a member who has an active Hillsborough County Public Library Cooperative library card in good standing

2. POLICY
   A. Access to Rooms are subject to availability and the Library reserves the right to deny usage to any individual or group pursuant to this policy.
   B. Work/Study Rooms may only be used by community groups or non-profit organizations that do not unlawfully discriminate in their membership practices.
   C. Individuals, groups, non-profit organizations, or other legal entities engaging in any commercial activities or for-profit transactions may not utilize meeting spaces. (Exception: Tutoring in support of K-12 education.)
      1. Library staff may request proof of non-profit status and may follow-up with appropriate local, state, or federal agencies to verify this status prior to granting room usage.
   D. No sale of items, solicitation or selling of goods or services, or fund raising activities directed toward the public may take place in a Work/Study Room unless acting as a co-sponsor or partner for a library program, event, or service.
   E. Work/Study Rooms are not available for private social gatherings (parties, bridal events, baby showers, family reunions, graduation ceremonies, etc.).
   F. Work/Study Rooms may only be reserved in advance if they are for Library, government, or pre-approved Library affiliated use.
G. All persons using the Work/Study Rooms must conform to the guidelines set forth in the Library’s Code of Conduct.

H. Library staff may observe the use of a Work/Study Room at any time.

I. Accidents are to be reported immediately to library staff.

J. A Work/Study Room must be left in the same condition and arrangement in which it was found prior to use. The person or community group or non-profit organization using the room assumes responsibility for any damage to property or loss of library equipment and repairs will be charged to the library card of the person reserving the room. Violations may result in the loss of usage privileges.

K. Use of facilities is governed by the City of Plant City Library Board.

L. The City of Plant City, Bruton Memorial Library, and the City of Plant City Library Board, neither endorse approve nor disapprove of the aims, policies, viewpoints or activities of individuals or groups utilizing Work/Study Rooms.

M. Individuals, community groups or non-profit organizations using Work/Study Rooms must save, defend, and hold the City of Plant City, its officers, agents and employees, and the Plant City Library Board, harmless from any claim or injury to themselves or others.

3. PROCEDURE

A. Work/Study Room use:

1. Requests for a Room are made at the Customer Service Desk.

2. The Work/Study Rooms may be used for a two-hour period on a first come first serve basis. The room may be signed up for a consecutive two-hour session as long as no one else is waiting for the room at the end of the original two-hour session.

3. Walk-in requests for immediate use of a Work/Study room are based on availability and compliance with this policy.

4. Staff will assign you to a room and you will be given a key to your room. Failure to return the key to the Desk at the end of your session may result in the loss of Work/Study Room use.

5. Work/Study rooms must be vacated fifteen minutes prior to the Library’s closing. Violations may result in loss of usage privileges.

B. Use Limitations:

1. Fire Marshal’s maximum occupancy limits cannot be exceeded.

2. Only dry snacks and beverages in covered containers are permitted.

3. Serving or consumption of alcohol is strictly prohibited.

4. Individuals or groups in the Work/Study Rooms may not adversely affect library operations.

5. When using Work/Study Rooms, nothing may be affixed to the walls, doors, blinds, or any other library property. Any repairs for damages resulting from such violations will be charged to the person who signed up for the Room.
6. Anyone failing to follow the above use limitations is at risk of having their Work/Study Rooms privileges revoked.

4. **AUTHORITY:**
   
   Section 2-444, Plant City Code.

**APPROVED:**

Library Board Chair

Date