

NAMPA PUBLIC LIBRARY
STUDY ROOM USAGE POLICY

Approved by Board of Trustees 04.13.2015

Revised 03.14.2023 (3rd Revision)

Study Rooms are available as a free service of the Nampa Public Library and may be reserved in advance, adhering to usage criteria, detailed below. Otherwise, Study Room use is available on a first come, first served basis. Study Room use privileges may be denied for non-compliance of policy.

RESERVATIONS AND USAGE:

- “Usage” refers to room use by an individual or a group. Only one member of a group may sign up on behalf of the group.
 - No member of a group already reserved may use a room separately from the group on the same day.
- Reservations of the Study Rooms must be made at least one day prior to usage, otherwise rooms are available to walk-in customers on a first-come, first served basis.
- Reservations may be made up to 60 days in advance.
- Reservations may be made for 1 to 3-hour sessions.
 - A request may be made for a time extension over 3 hours; approval is required by a Library Manager or Person-in-Charge (PIC). Manager/PIC will be responsible for notifying staff and updating calendar.
- Room reservations will be held up to 15 minutes after scheduled start time.
- Users are required to sign-in at time of arrival at Study Room entrance, indicating expected duration of visit.
- Rooms may be used a maximum of 6 hours per week, not to exceed 3 hours in one day (i.e., 3 times at 2 hours or 2 times at 3 hours)
- Patrons using Study Rooms agree to comply with all Library policies.
- Users may not charge a fee from those attending a meeting in the Study Room or make solicitations from attendees. No sales are allowed in the Study Room.
- People may have drinks in enclosed containers, but food is not allowed.
- Users will deposit trash in garbage receptacles provided.
 - Rooms should be kept clean or made cleaner than found.
- Users will only use whiteboard markers supplied by library, available at the Information Desk.
- In the event damages occur to the Study Room or equipment, ordinary wear and tear excepted, user will be responsible for all costs incurred for cleaning and/or repairs.