

Study Room Policy

Levi Heywood Memorial Library

General Information

The Board of Trustees allows the use of study rooms for academic and literacy tutoring and group study.

Study rooms may not be used for entrepreneurial or commercial purposes, for the solicitation or development of business, for profit or for fundraising, or for providing social services or counseling. With the exception of academic tutors employed by the Gardner Public School System, tutors may not receive compensation for their services. Study rooms are not for individual use and cannot be used as offsite offices for individual conference calls or private work or study.

Requirements for Study Room Reservations

All groups using the study rooms will be required to give name, phone number, number of people who will be using the room, and name of the organization they represent, if applicable.

Reservations will be accepted, subject to the provisions of this policy, in the order received. Reservations for study rooms are limited to four (4) dates at any given time.

Failure to notify the library of cancellations may result in the library cancelling upcoming reservations and refusing to make additional future reservations.

Minors may not reserve study rooms.

Rules for Use

The occupancy limits are as follows:

Study room #1-- **four (4) persons**

Study room #2-- **eight (8) persons**

Study room #3-- **six (6) persons**

No exceptions can be made to the occupancy limits.

No food or drink is allowed in any of the study rooms.

Hours and Fees

Study rooms must be vacated fifteen (15) minutes prior to closing.

There is no charge for the use of the study rooms.

Adopted November 10, 2004

Revised November 8, 2006, April 13, 2011, December 4, 2013

--Board of Trustees