

## Library Facility Use Policy

### Policy Statement

The Rochester Hills Public Library provides study tables and rooms for informal not for profit, non-commercial groups to meet without disrupting quieter areas of the library.

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### Regulations

1. Library, library related and library sponsored or co-sponsored programs have priority in the use of the facilities. With the exception of library programs, group study rooms and meeting rooms other than the Multipurpose Room, which is covered by MGT-10 and tutorial rooms, may not be reserved and are available on a first come first served basis at no charge.
  2. The Library prohibits commercial/for-profit activities to be conducted on library property other than those activities sponsored by the Friends of the Library.
  3. When all group study rooms are occupied and if a single person occupies one of the rooms, that person will be asked to relocate to another area in the library.
  4. Continuous use of group study rooms is limited to periods of 2 hours. If no one is waiting to use the room at the end of two hours the period of use may be extended.
  5. If all study rooms are in use, groups may be offered a meeting room if available.
  6. Users of group study rooms may be asked to leave the room if the capacity has been exceeded or if the room is used inappropriately.
  7. Meetings that may disturb regular library functions are not permitted.
  8. Individuals and groups may not leave meeting rooms unoccupied for more than 15 minutes.
  9. Taping, stapling or tacking of materials to the walls or other furnishings is prohibited.
  10. The facility must be left in the same condition it was prior to the meeting.
  11. For study rooms, a key may be obtained at the Adult Services Desk by any member of the group with a valid resident or guest library card.
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Rochester Hills Public Library Board of Trustees