

Library Group Study Tables and Room Policy

Policy Statement

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

Regulations

1. Library, library related and library sponsored or co-sponsored programs have priority in the use of the facilities.
2. Library facilities shall only be reserved for civic, cultural or educational purposes. Activities of a commercial nature (including selling a product or service and/or soliciting new customers) or any commercial ventures are prohibited. The only exceptions are for the Friends of the Rochester Hills Public Library events or activities that are director-approved.
3. Group study tables and rooms may be used up to four consecutive hours during normal open hours. Eligible library card holders may have up to 2 active reservations within a 7-calendar day time period. If no one is waiting, the period of use may be extended.
4. 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.
5. Meetings that may disturb regular library functions are not permitted.
6. Individuals and groups may not leave meeting rooms unoccupied for more than 15 minutes. Room reservations that are unclaimed after 15 minutes are considered no-show reservations and will revert to publically available. No-show reservations are noted, and two or more no-shows may result in the loss of future reservation privileges.
7. Taping, stapling or tacking of materials to the walls or other furnishings is prohibited.
8. The facility must be left in the same condition it was prior to the meeting.

Approved: September 8, 2008; Amended: Dec. 8, 2008, March 8, 2010, April 12, 2021
Rochester Hills Public Library Board of Trustees