

Collaboration Room Policy—Perry Carnegie Library

The purpose of the collaboration room is to encourage collaboration between persons & provide a room for collaborative meetings for groups, associations and entities. This purpose includes military recruiting, tutoring/instruction, small business development and career guidance. It is not for entertainment, medical or psychological care, legal services, gaming, social events or function as office space.

- **Reserved sessions and walk in sessions will check in upstairs before occupying the room.**
- The room may be **reserved once per week by a group**, and have **one walk in session per group each week**. Each session will be for no more than two hours, and can be extended for half an hour if a group isn't waiting.
- Groups/group members are limited to two and a half hours per day or five hours per week.
- Individuals desiring to meet for purposes inconsistent with the purpose of the collaboration room need to use another area of the library.
- These rule apply to each person in the group. Don't use different group members to reserve more than once a week for the same group. (John Doe can't be in the room with for more than two sessions or 5 hours a week.)
- Reservations may be made the first day of each month for the following month. Reservations can be made Monday through Friday at least one hour before closing.
- Reservations must be claimed within 15 minutes by the group, or risk forfeiting the reservation if another group requests the room.
- The room will close 10 minutes before the posted closing time. This will allow staff time to perform closing duties.
- White board markers/eraser may be checked out and returned upstairs. Tape, tacks or staples may not be used on walls.
- The room is not soundproof, please be considerate of others.
- Windows must be left uncovered.
- The room will be forfeited if left unattended. Personal items will not hold the room.
- Staff reserves the right to ask a group to leave or to refuse reservations.
- Patrons must clean up after themselves including erasing the white board and placing trash in a trash can. Groups must return all library materials to the circulation desk.
- Sleeping is prohibited.
- Library staff has the right to refuse the use of a collaboration room to a group or individual. Users must adhere to the Library Policy Manual.
- Adults may reserve the room and must be present when the room is in use.
- Food is not allowed. Cups must have a twist top lid.

Approved by the Library Board/City Council on January 16th, 2018