

SMALL GROUP ROOMS POLICY

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Resolution 2025-6

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INTRODUCTION

The Catherine Dickson Hofman Branch of the Warren County Library has two identical Small Group Rooms. These rooms are intended for collaborative work and short meetings by informal small groups. Small Group Rooms are not available for commercial purposes, including but not limited to, private tutoring, or the offering or solicitation of goods, services, or memberships unless expressly allowed by the Library Director. Furthermore, these rooms are not intended for social gatherings.

SERVICES DEFINED

Reservations for Small Group Rooms may be made by groups of 2-5 individuals online starting one month in advance. Single individuals may use vacant Small Group Rooms on a first come/first served basis, but may not reserve a Small Group Room in advance.

STANDARD USE AND CONDUCT

The reservation must be made by a Warren County Library member in good standing and 18 years old or older. The member reserving the room must occupy that room at all times. The member who reserved the room is responsible for the orderly conduct of the group and is liable for any damage to Library property and/or equipment.

Groups may use a Small Group Room for a maximum of 3 hours each day (Monday – Saturday). If there are no pending reservations, groups can extend their use of a room by up to 3 hours each day.

Groups may not enter the Small Group Rooms before their reserved time. At least two members of the group must be present before being allowed entry to the rooms.

If groups do not show up within 30 minutes of their start time, staff will mark the reservation as a no-show. Groups forfeit the full amount of time they reserved.

Groups must cancel their own reservations using the online system before the start of their reserved time.

Minors are not allowed to use the Small Group Rooms, even when accompanied by an adult.

Groups must limit attendees to the posted room capacity, and furniture may not be added to a Small Group Room.

Beverages with a lid are permitted. It is expected that users will throw away trash and leave the room clean.

The Library is not responsible for items left unattended in the Small Group Rooms.

Sound in the rooms is muted, but the rooms are not soundproof and are visible from the outside; complete privacy cannot be assumed.

Groups must vacate the Small Group Rooms at the end of their reserved time if there are pending reservations. They must also vacate the rooms at the end of their 3-hour extension. Failure to vacate the Small Group Rooms will result in a 10-day suspension from using the Small Group Rooms. Groups must notify Library staff when they are done using the rooms.

Small Group Rooms must be vacated 15 minutes before Library closing.

Groups using the Small Group Rooms must adhere to all Library policies, including, but not limited to, the Library Code of Conduct. Use of the Small Group Rooms may be denied in the future if members fail to comply with the Library's policies or fail to show up for three consecutive reservations.

Library staff will have free access to these rooms at all times. The Warren County Library retains the right to monitor all usage to ensure compliance with Library policies.

Permission to use the Small Group Rooms does not, in any way, constitute an endorsement or advocacy by the Warren County Library of the group, its members, or their beliefs.

The above policy was formulated to foster the equitable use of these Small Group Rooms for all. Since no policy can anticipate all circumstances, the Warren County Library reserves the right to refuse a reservation request, deny access, or remove any user of a Small Group Room.