



Rosewood Main Library Study Room Policy

The primary purpose of the study rooms is to provide space for small groups or individuals to meet and work.

1. Study rooms may be checked out on a valid Commerce Public Library Card at the Information Desk.
2. Individuals with library cards exceeding the fine threshold of \$10.00 will not be allowed to use study rooms.
3. Study room check out begins at library opening and is for that day only. Same-day reservations may be made on a first come, first served basis. Telephone reservations are accepted.
4. Study Room 1 may be used by 3-8 people for a 3-hour limit. Study Rooms 2 and 3 may be used by 1-3 people for a 2-hour limit.
5. If a reserved study room is not in use 15 minutes after the reservation start time, the room will be available to other groups.
6. Study rooms are available only during the regular business hours of the Rosewood Main Library and must be vacated 30 minutes before closing.
7. Food is not allowed but beverages with a lid are allowed.
8. Study room users may not move tables or chairs into or remove them from a study room.
9. Study room lights and air purifier must be maintained on at all times.
10. Study room users must keep their voices and/or audio equipment at a moderate level.
11. Study rooms may not be used to distribute or sell goods or services.
12. Children under the age of 12 are not permitted use of study rooms without an adult in the room with them.
13. Please make sure the study room is clean and empty when you leave.

If you leave the room during your session, please:

- Be aware that the room will be unlocked. If you'd like the room to be secured and locked, you may request that at the Information Desk. Check back in at the Information Desk to re-enter the study room.
- Be aware that any unattended items left in a room beyond your session may be removed and held by Library staff.

Violation of any of these policy could result in suspension of future room reservations.