SUBJECT: PUBLIC USE OF SMALL ROOMS

I. PURPOSE
Naperville Public Library has small rooms available for free public use. The Library’s small rooms are designed to meet the needs of small groups or individuals for limited periods of time.

II. SCOPE
This policy applies to all rooms adjacent to public service areas in the Library’s buildings that have been designated as small rooms by the Executive Director. Public access to meeting rooms and conference rooms is covered under Policy 320, Public Use of Meeting Rooms.

III. PROVISIONS
A. Small rooms are available on a first come, first served basis to groups and individuals. Sign-in for room use may be required. The person who signs for the room is responsible for the condition of the room upon vacating. Misuse of the rooms may result in the loss of room privileges.
B. The Library reserves the right to limit the use of small rooms to Naperville Public Library cardholders as necessary.
C. Library staff may reserve a small room or rooms when administering an examination under the provisions of Policy 252, Examination Proctoring, or to provide other library activities or services.
D. Each small room has a capacity limit which is posted for the room.
E. There is a one-hour per use time limit on the small rooms when others are waiting for a room. Library staff may extend time when no one is waiting for a room.
F. The Library’s General Rules of Conduct, Policy 310, must be observed while using the small rooms.