

# HPL Study Room Guidelines

- 1 Study Rooms can be reserved starting 24 hours in advance in our Communico Room Reservation system. Only HPL cardholders or those registered with an out-of-town card in the HPL system can reserve Study Rooms. Once a reservation is complete, you will receive a code to unlock your Study Room for the duration of your reservation.
- 2 Study Room reservations are for one hour with the option to renew twice. Customers are limited to no more than three reservations per week.
- 3 Customers must adhere to our Code of Conduct.
- 4 Responsibility for the room lies with the customer who made the reservation. Any cost(s) arising from any damage or loss to the library during use will be the responsibility of the person reserving the room.
- 5 Capacity is limited to four people in Rooms 2, 3, and 6; six people in Rooms 4, 5, and 7; eight people in Room 1.
- 6 Customers must be at least 13 years of age to reserve a Study Room
- 7 Individuals under the age of 13 must be accompanied by a person at least 18 years of age.
- 8 Please close doors to avoid disturbing others and keep noise at a respectful volume. Although the Study Rooms allow for talking and collaborative work, they are not completely soundproof. Use of the Study Rooms for activities which require complete privacy is discouraged, including depositions and other legal activities.
- 9 Each room is equipped with a TV screen, HDMI cable, and whiteboard.
- 10 Furniture may not be moved in or out of the rooms.
- 11 Signs and decorations may not be affixed to the walls, doors, or windows. Use of glue, paint, glitter, and other craft supplies is prohibited.
- 12 Customers who use a Study Room are expected to leave it clean and in its original condition. There is no food or drink allowed in the Study Rooms.
- 13 Personal belongings should not be left unattended. The library is not responsible for lost, damaged, or stolen items.
- 14 Failure to abide by the procedures and rules established here will result in suspension or termination of an individual's library reservation privileges.