

# Prescott Public Library Study Room Policy

Study room facilities at Prescott Public Library shall be made available to groups and individuals on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use. Prescott Public Library does not discriminate, based on race, sex, color, creed, national origin, religious belief, disability, gender identity or sexual orientation against any person requesting admission to the meeting.

- Before using a Study Room, patrons must check in at the Ask a Librarian Desk.
- The study rooms shall not be used in any way that materially interferes with the operation of the library or which causes a threat to the safety of library patrons or city property.
- Study rooms may not be used for meetings that are commercial in nature.
- The [Standards of Behavior Policy](#) applies to all use of study rooms.
- Prescott Public Library reserves the right to revise study room reservations when necessary and to preempt or cancel established reservation upon reasonable notification to the individual, group or organization.
- Prescott Public Library recognizes the rights of free speech and free assembly. Permission to use a library study room does not in any way constitute an endorsement or approval by the library or the City of Prescott of the beliefs, positions or actions of anyone using the study room.
- No organization or individuals meeting at the library shall use the library as its official address.
- The study room participants agree to indemnify and hold the library and the City of Prescott harmless from any and all claims, suits, damages, costs, losses and expenses in any manner resulting from or arising out of the individual, group or organizations use of the study rooms. The library reserves the right to require a certificate of insurance or agreement forms regarding such indemnification.
- Prescott Public Library reserves the right to revoke permission previously granted if deemed appropriate. Failure to adhere to any of these guidelines may result in cancellation of the individual, group or organization's reservation.
- Requests for a study room can be made up to one week in advance of the requested date by calling or visiting the Ask a Librarian Desk. Patrons may request up to two hours of study room time per day.
- Request for use of the Bump Room or Elsea Room may be made at the Ask a Librarian Desk on the day needed provided there is no scheduled group meeting.
- Meetings or programs sponsored by Prescott Public Library or the City of Prescott will be given priority in the scheduling of the study rooms, after which all other requests will be considered on a first come, first served basis.
- In the event that the room reservation is not needed, the Ask a Librarian Desk staff should be notified.
- Rooms must be cleaned of all litter and left in good order at the end of the use.
- Any individual, group or organization may be prohibited from using library study rooms in the future for violating any of the study room use provisions set forth above.

Failure to adhere to any of these guidelines may result in:

- Warning from library staff.
- Removal from the building.
- Library access or privileges limited or revoked.
- Trespass order from the library for one year.
- City of Prescott Police will be asked to assist with the enforcement of this policy if necessary.

Revised: August 2018

