



STUDY ROOM POLICY

POLICY STATEMENT

The Friendswood Library provides bookable study room spaces to individuals and small groups seeking an environment with limited distractions for school, research, work, or other library-appropriate activities.

REGULATIONS

Library study room spaces are provided first-come, first-serve. Library staff reserve the right to suspend study room privileges or cancel room use, with or without notice, for the purpose of conducting official Library business, when facility issues or other conflicts arise, or when policy violations or disruptions to Library operations may occur.

The following guidelines apply to all Friendswood Library study room users:

Study Room Types

Small Study Rooms: Accommodates up to 2 people.

Group Study Rooms: Accommodates up to 8 people.

Quiet Booth: Accommodates only 1 person.

Reservations and Usage

- Applicants must be at least 12 years of age or older to book a study room.
- Study rooms are not intended for commercial, for-profit, or promotional purposes, except as set forth below.
- Walk-in use and advanced reservation requests up to 1 week in advance are permitted for non-profit use only. Paid tutors, lawyers, or other businesses needing private space may only use study rooms on a walk-in basis, subject to availability.
- To ensure equitable use of Library facilities, study rooms may only be reserved for a maximum of 3 hours per day. Applicants may continue to use the room after their reservation time has expired until another patron requests it, or until the next booking, whichever comes first.
- The Library reserves the right to limit advanced study room reservations to no more than 3 days per week.
- When available, Meeting Room 2 may be booked as a Study Room for bookings with less than 7 days' notice for up to 12 people. Such booking shall be governed by this Study Room Policy.
- Simultaneous room bookings are not permitted. Applicant groups or individuals are limited to one study room at a time.

- Study room users must check in and out at the reference desk. If the applicant who reserved a room fails to check in with the Library staff within fifteen (15) minutes of the start of the reservation, the Library may, at its discretion, cancel the reservation and allow another applicant to use the space instead.
- Cancellations should be made through the online booking system or by calling the Library as soon as possible, but no later than the start of the booking time. Repeated no-shows without a cancellation may result in penalties such as the temporary suspension of booking privileges.
- Usage must not exceed the maximum occupancy for the study room.
- Library staff shall have unrestricted access to study rooms at all times.
- Applicants may only use study rooms during regularly scheduled Library hours.
- Study rooms must be vacated at least fifteen (15) minutes prior to Library closing time or by the scheduled end time of the reservation, whichever comes first.
- Personal belongings should not be left unattended. The Library is not responsible for items lost, damaged, or stolen.
- Pre-prepared food and drinks are permitted; however, open flames and/or cooking is not allowed. Applicant is responsible for the cleanup and disposal of all food-related trash. The use of alcohol in the study rooms is strictly prohibited.
- Activities in the study rooms must comply with all Library policies, including, but not limited to, the Patron Code of Conduct, and Minor Child Policy.
- Individuals reserving the study rooms accept financial responsibility for any and all damage to Friendswood Library property resulting from the Applicant's use of the study room, normal wear and tear excepted. Room damage or destruction of study room property may result in penalties, up to and including loss of study room privileges.

Failure to comply with this policy may result in the loss of future study room privileges and/or the immediate removal from the room. If privileges are suspended, the applicant may appeal in writing to the Library Director.