Study Room Policy

Our intent is to make Plaquemine Library's Study Rooms available on a widespread and equitable basis. Study rooms are available to all users of the library.

Persons using the study rooms must adhere to the [Unattended Child Policy](#) and this Study Room Policy.

1. Request a study room in person, on a first come, first served basis.

2. Reservations are made for up to 2 hours per session. If more time is needed, ask the library staff for an extension 30 minutes before your session expires. Extensions will be made if the next time slot is not already reserved. You must vacate the room 30 minutes before the library closes. Reservation requests made within the last hour of open hours will be denied.

3. Reservations are limited to two session per week.

4. Room requests are approved by Information Services staff. You will receive a copy of Study Room Policy when your request has been approved.

5. Study Rooms cannot be used for commercial purposes, social affairs, private parties, political meetings or religious activities.

6. Use of the Study Rooms by any group or organization cannot be construed as an endorsement or sponsorship of the group or organization by the library.

7. Study Rooms may be booked by people 16 and older only. If younger people are to be present, an adult must be responsible and present during the entire meeting.

8. The person(s) applying for use of the Study Room must assume responsibility for leaving it in good order. If a group or club causes damage to the Study Room, library equipment, the library building or property, applicant will be responsible for payment of repairs.

9. Beverages with a lid are allowed in the Study Rooms. **No food is allowed**.

10. Anyone that fails to abide by the rules of the library, or cause damage to the facility, will be denied further use of the Study Room.

11. The Library is not responsible for possessions left in a study room or moved by staff to another location.

12. Copies of this policy will be given to each applicant that requests the use of the Study Room.