**GUIDELINES FOR USE OF STUDY ROOMS**

The study rooms are available for small group meetings of a business, civic, cultural, or educational character.

The study rooms are subject to the following regulations:

1. The Culpeper County Library retains the right to cancel a reservation granted an outside group for the study rooms. In the event of cancellation, as much notice as possible will be given.
2. The study rooms will be available only during the hours that the library is normally open. Reservations are not required, but highly recommended.
3. There is no fee for the use of the study rooms.
4. Attendance in these rooms is according to the fire code. Limit is stated on reservation form.
5. Reservations for use of the room will be made on-line. An application form will be completed on-line which includes the name and telephone number of the person responsible for the room at the time of the meeting, and the time and date desired. The room will be assigned in order of receipt of qualifying applicants. Reservations are tentative until approved by administration.
6. The responsible party assumes responsibility for any damage to the room or its content and must leave the room in orderly condition. The library is not responsible for any injuries incurred during use of the room, or for any lost or stolen property.
7. The Director is authorized to deny permission to use the room to any group that is disorderly, does not follow library behavior policy, or that violates these regulations.
8. Phone calls to the library for information about the meeting will be referred to the person who is listed as the responsible party on the application. Staff will be give the date and time of the meeting.
9. Children 11 and over may use the rooms without adult supervision.
10. The use of the room by any individual or group does not in any way constitute an endorsement by the County or the Library of the individual’s/group’s policies or beliefs.
11. Organizations may have the use of the study rooms on a recurring basis. However, each calendar year each group must reapply for use of the study room and sign up for dates.
12. The Library, The Library Foundation and the Friends of the Culpeper County Library are not restricted to the same guidelines as outside groups.
13. Any violation of these policies may preclude the group from using the study rooms.
14. Cancellation of room needs to be given as soon as possible. If a group does not cancel and does not show up on a consistent basis, this will result in a loss of privileges.
15. No Food, only beverage containers with lids are allowed.