



**BASALT REGIONAL LIBRARY DISTRICT
STUDY ROOM POLICY**

It is the policy of the Basalt Regional Library District (BRLD) to offer its study room spaces for use by the community, subject to certain requirements. BRLD has five study rooms. Study rooms may be reservable in advance.

DETAILS ABOUT THE STUDY ROOMS:

	ROOM 113	ROOMS 114-116	ROOM 117
Available hours	During BRLD Open Hours		
Location	Near Fireplace	To the right of the adult area as you're facing the wall of windows	In the Kids/Teen Area
Occupancy limit	6	4	6
TV Monitor	No	No	Yes
Laptop and charger	Available upon request		
Video conferencing hardware	Available upon request		
Presentation remote pointer	Available upon request		
Whiteboards	Yes	Yes	Yes

REQUIREMENTS FOR USE:

- The BRLD Patron Behavior Policy applies to all persons using any meeting or study room.
- Groups must limit attendees to the posted room capacity for safety purposes.
- Meetings in study rooms must be held during the BRLD's operating hours. Meetings, including clean up time, must conclude ten minutes before closing time.
- All trash, recyclable and compostable items must be deposited in the proper receptacles.
- BRLD is not responsible for materials left in study rooms by users. Patrons may not leave unattended items in a study room in order to reserve a study room.
- Sleeping is prohibited in the library study rooms.

EXCLUSIONS, EXCEPTIONS, INDEMNITY:

- BRLD provides no liability or other insurance to cover expenses that may arise for individuals using our study rooms.
- BRLD assumes no responsibility for loss or damage to equipment or items brought into the Library.
- Permission to use study rooms does not constitute endorsement by BRLD staff or Board of Trustees. No advertisement or announcement implying such endorsement will be permitted. BRLD, at its sole discretion, reserves the right to revoke study room privileges at any time.

REQUEST FOR RECONSIDERATION:

Any community member has the right to request reconsideration of any portion of this study room policy or how staff implement this policy. Appeals to this policy or reconsideration of its implementation may be submitted via the Request for Reconsideration form.

Policy drafted: November 2022

Policy approved: March 2023