

**Middletown Free Library**  
**Public Use of Small Meeting Spaces**

Provisions:

1. The library has several spaces that are available for individual and group study. They may not be used for commercial purposes, including transacting business or soliciting customers or clients, but may be used for employee work groups or other work-related meetings.
2. The Library's Behavior Policy governs behavior in all reservable space in the library. Some spaces may have additional rules or guidelines governing use. Users not in compliance with this policy will be asked to leave. Users are responsible for any damages to rooms and property while assigned to them.
3. Rooms will be locked at all times. Users will check in at the Circulation Desk for access to the study room, small conference room, teen collaboration space and makerspace. An advanced reservation is preferred to drop-in usage. Single users may use a larger room during times the room is not reserved or already in use. Only teens ages 12 to 19 years old may reserve space in the Teen Area of the library.
4. Reservable room descriptions
  - **Study Room.** One room is available for public use. The room has a maximum capacity of two people.
  - **Small Conference Room.** One room is available for public use. The room has a maximum capacity of six people.
  - **Teen Collaboration Space.** Located in the Teen Area, this space is available for teens to reserve from 3pm-close weekdays and during library hours on weekends. This space has a maximum capacity of 8 people.
  - **Makerspace.** Located on the 2<sup>nd</sup> Floor, this space is available to reserve along with specific equipment. You must complete an orientation to the makerspace and the equipment you wish to use before you may reserve equipment in this space.
5. Reservations may be made up to 30 days in advance, with a maximum of 5 reservations at any one time.
6. Online reservations are available through the library's website. Same day online reservations must be made 2 hours in advance. Walk-up reservations may be made at the circulation desk.
7. Reservations will be held for fifteen minutes after the beginning of the reservation. The reservation will be cancelled if the person/group does not show up.
8. There is a 2-hour time limit for 2 person study room & the Teen Collaboration Space; there is a 4-hour time limit for the small conference room. Users may check with staff at the end of their time limit to see if their time may be extended.
9. Covered drinks & food is allowed in the study room, small conference room and Teen Collaboration Space. No food or drink will be allowed in the makerspace.
10. All study rooms are available on a walk-in basis if not previously reserved, though must still be booked with staff.
11. Library programs take precedence in all reservable library spaces.