



STUDY/TUTOR ROOMS

Policy last updated: March 9, 2017

Study and tutor rooms are located on the second floor of the Library in the Adult Services Department. The following rules of use apply:

- Rooms can be reserved in person, by telephone or through our online reservation software.
- Room reservations are not transferable from one person to another.
- **Late policy:** Room reservations are held for fifteen minutes. After fifteen minutes the room may be booked for another user.
- Reservations are limited to 3 hours per day.
- If a scheduled meeting is cancelled, please advise the library as soon as possible so that others might use the room.
- Food and drink are permitted in the meeting rooms. Alcoholic beverages and smoking are prohibited in the Westerville Public Library.
- The name, address or telephone number of the Westerville Public Library may not be used as the contact person, nor shall the use of the study or tutor room be publicized in such a way as to imply the Westerville Public Library sponsorship of the activities unless the activity is being co-sponsored by the Westerville Public Library.
- No Westerville Public Library equipment should be removed from the study or tutor room area without library approval.
- The person using the space shall be financially responsible for any damage to Westerville Public Library property, buildings, furnishings and/or equipment, and assume responsibility for all loss, damage or injury arising from use of study and/or tutor room space.
- Private parties are prohibited.