

Study Room Policy

When not needed for library purposes, the Ascension Parish Library has study rooms available at each location for individual and small group use during regular library hours.

Study rooms are primarily designed for quiet study and groups working together on projects. When not in use for those reasons, study rooms may be used for tutoring, conference calls, phone/skype interviews, and business meetings.

- Groups should be familiar with, and adhere to the applicable guidelines of the Americans with Disabilities Act of 1990.
- Study rooms are not available for the selling, trading or promotion of products or services.
- No admission fee can be charged. Fees for materials, if any, are not to exceed \$15 per person and must be cleared by the library.
- Individuals and groups are not allowed to campaign, to rally, to raise funds, to accept donations or dues, nor to solicit support at the library, unless the purpose is to benefit the library.
- Study rooms may not be used for events such as showers, birthday parties, wedding receptions, etc.
- Groups are not allowed to use the rooms for any program or activity that would violate public performance rights.
- Any individual or group using a study room is expected to conduct its proceedings in a quiet, orderly manner so as not to disrupt normal library functions and service. Study rooms are not sound proof.
- The library reserves the right to refuse future bookings to individuals or groups who do not abide by study room guidelines or the library's patron behavior policy. The library reserves the right to have staff enter any study room at any time.

Individuals or groups using the study rooms shall not imply library endorsement or sponsorship of their objectives, views, or events in promotion or invitation. When referring to the study location in news articles and other publicity, the official library name should be used: Ascension Parish Library.

The study rooms may be booked on a “first come, first served” basis. Study rooms may be used by individuals holding an Ascension Parish Library adult library card [age 14 years and older] in good standing. Application forms are supplied by the library and must be completed and approved prior to using the room. A brief description of the type of use of the study room should be included on the application form.

The library reserves the right to relocate a group to a different meeting area within the facility.

Individuals or groups misusing library property will be restricted from future use of the study room and will be held responsible for any damages or theft to library property. Study rooms cannot be used for any unlawful purposes.

Businesses may use study rooms for up to 4 hours a day. They may reserve the room twice a week. If a business has booked a room twice in a week they may use a room on a walk in basis, if a room is available.

If an individual or group does not need a room that had been reserved, please cancel as soon as possible.

There is a policy of “No Smoking” in the library. No food or drinks are allowed in the study rooms.

The room should be in order when vacated. All articles brought into the room must be removed at the end of its use.

There should be no tape, tacks, nails, or other such items applied to walls, floors, ceilings, or other building surfaces.

Adopted by the Library Board, April 27, 2016