

SUN PRAIRIE PUBLIC LIBRARY

DISCUSSION ROOMS POLICY

I. Purpose

The Sun Prairie Public Library makes two Discussion Rooms available to patrons on a first-come, first-serve basis. When necessary, priority is given to library activities.

II. Reservations

- A. Discussion Rooms may be reserved up to one week in advance. If the room is not checked out within 15 minutes of the reserved time, the reservation will be canceled and the room will be available on a first-come, first-serve basis.
- B. In order to safeguard equal access to library space, library staff reserves the right to limit the reservation of Discussion Rooms by a single patron or group to ten days within a 30 day period.

III. Checkin

- A. Patrons or groups must check in at the Information Desk to use a Discussion Room. Responsibility for the room lies with the patron who requests or reserves the room.
- B. Each Discussion Room has a maximum capacity of six people.

IV. Time Limits

Rooms are available during library hours of operation for two hours. The two-hour time limit per day may be extended at the discretion of library staff. Use of rooms ends 15 minutes prior to closing.

V. Conduct

Discussion Room users are expected to comply with the Sun Prairie Public Library's conduct policy.

Adopted January 10, 2008

Formatted: September 15, 2011

Reviewed and Amended: October 25, 2011

Amended: November 14, 2013

Reviewed: October 7, 2015

Reviewed: April 14, 2016

Reviewed: May 12, 2016

Amended: May 12, 2016

Reviewed: November 8, 2018

Amended: November 8, 2018

Reviewed: November 14, 2019

Amended: November 11, 2021