

Application for the use of the Quiet Study Room

The Quiet Study Room is available w/o charge:

Monday, Wednesday, Friday and Saturday, 10: 00 am to 4:30 pm

Tuesday and Thursdays, 1:00 pm to 8:30 pm

Date of Reservation _____

(Check for room availability at www.eldredgelibrary.org, click on calendar in top right corner)

Name _____

Group or Individual Reservation? _____

Anticipated number of people attending _____

Purpose of Meeting? _____

Telephone _____ Email _____

Time:

Begin _____ End _____

Individuals may reserve the room to ensure a quiet study area. **They do not have exclusive use of the room. The room will also be available to other individuals who use the room for quiet study, the word processing computer or the microfilm reader.**

Small groups may reserve the room for their exclusive use. Some examples of acceptable use include tutoring, study groups, interviews and discussion groups. The room may not be used to distribute or solicit orders or sell goods and services. The room is not intended to be the regular meeting site of a group or organization. Noise must be kept to a minimum and should not be heard outside the room.

When occupied, the door is to remain unlocked. As is true throughout the library, no food or drinks, cell phones, radios, MP3s or other sound equipment use is allowed in the quiet study room. Persons who misuse the quiet study room will be asked to leave.

Signature of authorized representative _____ Date _____