

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 6:30 pm**

**Date of Reservation** \_\_\_\_\_

(Check for room availability at [www.eldredgelibrary.org](http://www.eldredgelibrary.org).)

Name \_\_\_\_\_

Anticipated number of people attending? \_\_\_\_\_

Purpose of Meeting? \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Time:

Begin \_\_\_\_\_ End \_\_\_\_\_

Individuals or small groups may reserve the room to ensure a quiet area.

Some examples of acceptable use include tutoring, study groups, interviews, video conference 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. This room is not sound proof.

When occupied, the door is to remain unlocked. As is true throughout the library, no food or drinks is allowed in the quiet study room. Persons who misuse the quiet study room will be asked to leave.

Signature of authorized representative \_\_\_\_\_ Date \_\_\_\_\_