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Transylvania County Library College Walk Group Study Room Use Policy

The Transylvania County Library makes the College Walk Group Study Room available to individuals and small groups as part of the Library's mission to support the educational activities of the community. This room is intended to be used for academic purposes including but not limited to individual studying, group studying, and tutoring. Use for other purposes may be approved in advance by the Youth Services Department on a case by case basis. The Library Director and/or the Transylvania County Board of Commissioners reserve the right to approve or deny use of the facilities for any purpose or activity.

The Group Study Room is located across from the Youth Services Desk on the main floor of the library. Use of the room is free of charge. The maximum attendance for any meeting is 6. The room is available during regular library hours only. The Group Study Room has an open ceiling and glass walls, therefore noise and activities within the room must be kept to a low volume. The room may not be used for any activities likely to disturb Library functions or for any unlawful purposes. No food or beverage may be allowed in the room.

Individuals or groups may reserve the Group Study Room up to one week in advance for one hour increments only. Exceptions may be made for non-profit organizations with prior approval. Reservations can be made in advance by calling the Youth Services Desk (ext. 3) or the Venue Coordinator (ext. 252). When the room has not been previously reserved, it will be available on a first-come-first-served basis for up to one hour increments. At the end of any hour of use, individuals or groups may extend their use for another hour if no one is waiting to use the room. This process may be repeated as needed if no one is waiting to use the room. Individuals waiting to use the room may reserve the next hour of availability by visiting the Youth Services Desk or calling ext. 3 to make their reservation. No individual or group may reserve the room for the same date and time on a continual basis.

Groups must leave the Group Study Room and furniture in good condition. Groups may not tape, pin or otherwise attach signs, banners or any other materials to any wall or other surface. The Group Study Room features a large white board which must be used appropriately by all parties. Dry erase markers are available at the Youth Services Desk. The board is not to be used as a coloring board for children's entertainment. If the Library staff determines that special clean-up and/or damage repair

is required after a group's use, the group will be charged for janitorial services and other incurred costs. Each group using the Group Study Room assumes full responsibility for any loss or damage to the room or its contents. Any loss or damage must be promptly reported to Library Administration. The Library is not responsible for any loss or damage to equipment, supplies, or other material brought onto Library premises.

Groups and individuals failing to comply with any part of this policy, or other established procedures of the Transylvania County Library or Transylvania County, may be denied further use of the facilities.

**Adopted by the Transylvania County Library Board of Trustees
January 16, 2014**