



Study and Conference Room Policy

Kent Free Library

Approved: December 21, 2006

Revised: April 21, 2016

Revised: February 16, 2017

Revised: September 21, 2023

Study and Conference Room Policy

As a community service, Kent Free Library makes study and conference rooms available for patrons.

The purpose of the Library's study and conference rooms is to provide a place for individuals and small groups to engage in inquiry, homework, study and tutoring during regular library hours, as availability permits.

Study Rooms

Study rooms are available on a first-come, first-served basis and cannot be reserved in advance. There are two (2) study rooms on the first floor and two (2) study rooms on the second floor. The first floor study rooms include one for up to two (2) people and one for up to four (4) people. These rooms have whiteboards. The second floor study rooms are for up to two (2) people each. They do not include whiteboards.

The Wiland Conference Room

The Wiland Room is for groups of at least three (3) people but no more than ten (10) people. The room has a whiteboard. Reservations are permitted for the Wiland Room and may be made up to one week in advance. The Wiland Room is available on a first-come, first-served basis when it is not reserved.

Guidelines:

- Ages thirteen (13) and over may use the study and conference rooms. Those under age thirteen (13) must have an adult present in the room.
- Sign-up for or reserve a room at any Information Desk. A library card is not required.
- Rooms are available for a two (2) hour session. If no one is waiting to use the room at the end of two (2) hours, patrons are welcome to continue their session.
- Rooms may not be used as a place of business, for campaign activities, or religious services.
- Rooms close fifteen (15) minutes before the library closes.
- Ask a librarian for an accommodation to the existing furniture.
- Food is only permitted in the first floor study rooms.
- Covered drinks are permitted in all study and conference rooms.
- Patrons who do not inform the library of a reservation cancellation for the Wiland Room may lose their reservation privileges. The room will still be available on a first-come, first-served basis.

Approved by the Board of Trustees: December 21, 2006

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