



LIBRARY DEPARTMENT
585 Franklin Street
Mountain View, CA 94041-1998
650-903-6887 | MountainView.gov

CITY OF MOUNTAIN VIEW PUBLIC LIBRARY GROUP STUDY ROOM AND PROGRAM ROOM USE POLICY

POLICY:

Group Study Rooms

The City of Mountain View Public Library provides 10 group study rooms, located on the second floor of the Library. The study rooms consist of four rooms which can accommodate up to six individuals, three rooms which can accommodate up to four individuals, and three more rooms which can accommodate two individuals. Each room has a table and chairs, access to wireless internet, and a whiteboard.

All group study rooms can be reserved for a maximum of two hours per day per group. Reservations are made online, by phone, or in person. The group study rooms are available on a first-come, first-served basis for 30-minute increments. Rooms can be booked up to three days in advance.

A group is not allowed to extend their reservation by adding half-hour gaps between bookings. The maximum of two hours per day per group applies to all individuals of the group, regardless of the account used for the original booking.

Commercial uses and advertising, donations, raffles, collections, fees, or other sales are prohibited, except as provided by this Policy, including use by an individual or any organization making sales or solicitations for any type of product or service, including nonprofit community groups and for-profit or private business organizations. The Library's contact information cannot be used as an official address for any individual or organization using the group study rooms.

Library services and programs have priority for the use of the rooms. The Library reserves the right to modify or cancel reservations with reasonable notice based on the operational needs of the Library.

Program Rooms

Two program rooms are available during open hours for Library events; for the Library's support organizations, such as the Board of Library Trustees and the Friends of the Mountain View Library; and for Library-cosponsored or City of Mountain View-sponsored events or related activities. The program rooms are not available to other groups due to high demand.

REGULATIONS:

Using the Group Study Rooms

- A Mountain View Public Library account is required to reserve a room. The user who booked the room is considered the responsible user.
- The responsible user needs to check in at the public desk on the second floor at the start of their reserved time. The responsible user must also inform desk staff when they are done using the room.
- The study room must be occupied continuously during the scheduled booking. If the room is left unattended for more than 10 minutes, the booking may be canceled, and unattended items will be brought to the accounts desk on the first floor of the Library.
- Bookings should be canceled if no longer needed. Reservations can be canceled online, in person, or by calling 650-903-6887. Reservations not claimed within five minutes of their start time will be canceled.

Responsibility

- The responsible user will be held financially responsible for any damage to the group study room or furniture.
- The room must be left in a clean and neat condition.
- A group which is noisy or unruly will be asked to leave.
- Eating is not permitted inside the group study rooms. Only covered drinks are permitted inside the rooms.
- Property should not be left unattended in the room. The Library is not responsible for the loss of personal property.
- The Library's **Behavior Policy** applies to the group study rooms.

Adopted by the Board of Library Trustees: July 15, 2002
Revised: August 21, 2023