



ORINDA LIBRARY **STUDY ROOM POLICY**

The Orinda Library Study Rooms are set aside primarily for unpaid tutoring sessions and group study. People reserving either room for these purposes will be given priority in scheduling.

Individuals and small groups of up to eight people may also book one of the two rooms. Use by such groups is governed by the same criteria as all other City of Orinda meeting rooms:

- Group must be a non-profit organization
- 50% of group must be Orinda residents
- No commercial activities may take place – including (but not limited to):
 - No fee-based tutoring (children or adult)
 - No meetings by or about commercial business ventures
 - No fee-based attorney/client meetings

Study Rooms Scheduling & Use Guidelines

- Rooms may be booked up to one-week in advance
- Rooms may be booked for total of 2 hours per day.
- Weekdays between 3:00 – 6:00 pm (when school is in session, rooms may be booked for only 1 hour).
- If room is not reserved, then an extension of up to one hour is allowed but:
Individuals & Groups are limited to a total of four hours a week.

- Groups may not be booked for multiple sessions under different names.
**TUTORS CANNOT BOOK MULTIPLE SESSIONS UNDER CLIENT'S NAMES.
DOING THIS WILL RESULT IN LOSS OF ROOM USE.**

- You must schedule your session with the Information Desk (either by phone or in person). The room will be held for 10 minutes after your start time, then, if no one has called or shown up, the room will be given to another party.

- Food or beverages, other than water, are not allowed in the rooms

- At least one member of the group must be in the room at all times.

- Dry-erase markers are available to sign out at the Information Desk. Leave white boards clean

- Users must abide by Library Patron Conduct Policy while in Study Rooms.

- *Study rooms are sometimes referred to as “tutoring rooms” but are one and the same

Thank You! Orinda Library Staff

policy revised 01/16