

Free Public Library of Hasbrouck Heights
320 Boulevard + Hasbrouck Heights, NJ 07604 + (201) 288-0488

REQUEST TO USE A QUIET STUDY ROOM

Date Requested: _____ Day of Week: _____ Time: _____

Person Applying: _____

Other People in Study Group: _____

Street Address: _____ City: _____, NJ

Phone No.: _____ () _____

Subject or Activity: _____

Individuals or groups may use the Study Room for one hour, and can continue for additional hours unless requested or reserved by another individual or group.

The applicant agrees to return the library facilities to a clean and orderly condition. In the event of any damage to the facilities or equipment the applicant agrees to pay the cost of repair or replacement. If I am requesting to use facilities during the evening hours, study room must be vacated no later than 8:45 PM unless other arrangements have been approved.

The undersigned agrees to defend, indemnify and hold the Borough (Free Public Library) of Hasbrouck Heights and its officers, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement ("Agreement") also requires that the Borough (Free Public Library) of Hasbrouck Heights is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to.

I have been shown a copy of the Study Room Policy and agree to abide by the regulations. I certify by my signature that no business for profit or otherwise, including tutoring for pay, will be conducted.

Date: _____ Signature: _____

STAFF SIGNATURE: _____

NO CELL PHONES ALLOWED IN STUDY ROOM

Free Public Library of Hasbrouck Heights Study Room Use Policy

The Library Board and Staff welcome the use of the Study Room by individuals, pairs or groups of people (no more than 8 persons) who require a silent study area for the purpose of studying and/or working on a scholarly project, none of whom are being paid for their services nor conducting business. In the case of groups, the majority of users must be residents of Hasbrouck Heights.

The Board has charged the Library Director as their representative to supervise these regulations and establish rules governing the proper use of the building and its furnishings.

Failure to comply with these regulations or the directive of the designated representative of the library will cancel future use of the library facilities. Anyone wishing to appeal a decision on room use must make the appeal in writing to the Board of Trustees and give it to the Director for inclusion on the agenda at the next regularly scheduled board meeting.

The Library has two rooms which may be used as Study Rooms: The Torre Creativity Room, and the Silent Study Room in the Reference Wing.

Library sponsored programs take precedence in scheduling. No use of any meeting room will be permitted if it would interfere with the effective use of the Library by the general public or with the scheduling of library-sponsored programs.

1. Who Can Use the Study Rooms

Any resident requiring a more quiet study environment for study or research purposes, or 2 to 8 people, the majority of whom are Hasbrouck Heights residents, needing to work on a group project for school purposes may request the use of a room. Individuals or groups may use the Study Room for one hour, and can continue for additional hours unless requested or reserved by another individual or group.

2. Regulations

These rooms cannot be used for private tutoring where a fee is involved. These rooms are not to be used for business purposes for private individuals or groups.

Application for the use of the facility must be made on the proper reservation form [attached] and submitted to the Circulation Desk. The highest person in the chain of command present at that time shall determine which room shall be assigned based on the appropriateness and availability of all rooms. A copy of the form will be given to the resident(s). All persons using the room must sign their name, although the person requesting permission to use the room will be held responsible for the group and their behavior. In the case of students under the age of 18, their parents are ultimately responsible for any damage done to the room.

Applications may be rejected and permission withdrawn for violation of library regulations or conduct inconsistent with these regulations.

3. Rules

Rooms are available from library opening to 15 minutes before closing time.

Patrons are responsible for leaving the room in a clean and orderly fashion. Litter must be picked up and disposed of properly. Any library books used should be placed on a library cart.

No smoking is allowed at any time anywhere in the Library.

Non-alcoholic drinks are allowed in the Study Rooms.

No activity producing noise that interferes with the general operation of the Library is permitted.

No person or persons may conduct business or sales of any sort from these rooms.

4. Library Responsibilities

Persons may reserve a study room up to one week in advance. All forms must be completed at the time of reservation. This may not be done by phone without the permission of the Director or his/her designee.

If the person or persons reserving the study room do not show up within 15 minutes of the time scheduled, the room may be given to others.

The reservation may be cancelled by phone, by calling 201-288-0488.

If the person or persons fail to cancel, they may be restricted from reserving the study rooms.

Though every effort is made to provide a safe environment, The Library cannot be held responsible for material left unattended in the study room.