

Mercer County Library System
Study/Call Room Registration Form

Revised October 2025

At some branches, small group study or phone/video call rooms are available for reservation. These rooms are for private or small group study, interviews, private and small group meetings, or video/phone call only; and are available for use by library patrons aged 14 and older. Sound in the rooms is muted but the rooms are not soundproof and are visible from the outside; complete privacy cannot be assumed. **Study rooms are not to be used as one's place of business, for fee-based services, or for the solicitation of paid services.**

Rooms may be reserved for up to two hours per day, 30 minutes minimum. Usage may be extended up to one hour if no reservation is pending. Reservations are available three days in advance by phone and in person at the hosting branch. Walk-in requests will be accepted as usage allows. Rooms will be held for 15 minutes after the reservation time and if not occupied, will be released to any other patrons requesting a room.

Library staff will have free access to rooms at all times. MCLS retains the right to monitor all usage to ensure compliance with library policies, including the Standards of Patron Conduct. Study and call room use may be denied in the future if patrons fail to comply with any of the library's policies or fail to show up for three consecutive reservations.

Permission to use the study rooms does not, in any way, constitute an endorsement or advocacy by MCLS of the group, its members, or their beliefs.

Refreshments and Room Use:

- Covered beverages and light, dry snacks are permitted, but please note that noisy, messy and strong-smelling foods are prohibited.
- It is expected that patrons will throw away trash and leave the room clean.
- Groups must limit attendees to the posted room capacity, and furniture may not be added to a study room.

Please see a Reference staff member for access to the room

Thank you for your cooperation in these matters.

NAME OF INDIVIDUAL/GROUP: _____

DATE & TIME OF RESERVATION: _____

PHONE OR EMAIL ADDRESS: _____

STAFF PERSON TAKING REQUEST AND DATE: _____

I hereby agree to abide by the Study/Call Room policy and the Patron Standards of Conduct. I assume full responsibility for any loss or damage to property of the Library, which may occur during the group's use of the Library Community Room and absolve the Library of any responsibility for any loss or damage to property of the group or individual or injury to the group or individual while the group is meeting in the Library.

SIGNED: _____ DATE: _____