



## **SOUTH SAN FRANCISCO PUBLIC LIBRARY MAIN LIBRARY GROUP STUDY AND MEETING ROOM USE POLICY**

It is the goal of the Library Board of Trustees and staff of South San Francisco Public Library for all visitors to enjoy an accessible, positive, and safe experience when using the library. This policy is designed to ensure Library facilities serve their primary purposes, including the provision of a quiet and orderly environment in which people may read, study, use library materials and equipment, and contemplate. The rules may regulate disruptive behavior, noise, offensive odors, health and sanitation hazards, and bringing possessions, materials, or objects into the Library which are likely to interfere with its use by others. The rules may not unreasonably or unfairly restrict access to libraries by any person or group.

The South San Francisco Public Library provides two group study rooms reserved for teens on the second floor, two group study rooms reserved for children and accompanying adult(s) on the second floor, two group study/meeting rooms on the third floor and two tutoring rooms on the third-floor reserved for Library Literacy Services. All rooms have wireless internet access. Room usage is free.

The second-floor study rooms can each accommodate 6 persons. These rooms are located in the Youth Library. The teen study rooms are reserved for ages 12 – 17. The children's study rooms are reserved for ages 17 and under; adults reserving these spaces must be accompanied by a child or teen.

The third-floor study/meeting rooms can each accommodate 10 persons; the Library Literacy Services tutoring rooms can each accommodate 4 persons. The rooms may be used by individuals when not booked for larger groups. Registered Library Literacy Services participants may reserve the tutoring rooms via Project Read staff. Library and City services and programs have priority for use of the rooms. The Library reserves the right to modify or cancel reservations based on the operational needs of the Library and the City.

Group study/meeting rooms can be reserved for a maximum of two hours, two times per week per group. Bookings are accepted up to 30 days in advance. Groups more than 15 minutes late may lose their reservation if other people are waiting to use the room.

**RESERVATIONS:** Via library staff on each floor or telephone (650) 829-3860 or online via [www.ssf.net/rec-catalog](http://www.ssf.net/rec-catalog) .

### **USING THE GROUP STUDY OR MEETING ROOMS:**

- The rooms must be occupied continuously during the scheduled booking
- Groups must adhere to the maximum occupancy numbers as noted above
- A group using a room may stay beyond their reservation until another group arrives to use the room

- Staff have the authority to make accommodations regarding use of the rooms, groups staying longer than the maximum time, and when to vacate for the next group
- Equitable use of library facilities are prioritized; no one group may monopolize reservation of rooms on an ongoing basis
- No fees, dues, or donations may be charged or solicited by the user, nor may any item or service be sold or advertised
- Light refreshments are allowed; drinks must be in closed containers; each group is responsible for keeping the space clean and throwing garbage out in the library's trash receptacles
- All participants must exit the room 15 minutes prior to the Library's closing

**RESPONSIBILITY:**

- Each group is responsible for leaving the room in a clean and orderly condition. Users must pay the cost of repair for any damage. The Library is not responsible for materials or equipment left in the room by users.

**PUBLIC HEALTH ORDERS:** Public health orders from the San Mateo County Health Department must be complied with and local City and Library requirements and procedures must be followed.

**PROHIBITIONS:** The name, address, and phone number of the South San Francisco Public Library MAY NOT be used as the official address or headquarters of any group using the auditorium. The use of the group study or meeting rooms shall not be publicized in such a way as to imply library sponsorship of the group's activities. Smoking, vaping, and alcohol are not allowed in the Library and on Library property. Open flames are not allowed in the Library and on Library property. All participants must comply with the [Library Use Policy](#), as posted and available on the Library's website. Granting permission to use the rooms does not constitute an endorsement of the users and/or their beliefs by the Library staff, Library Board of Trustees or the City of SSF.

Approved by the Library Board of Trustees: October 24, 2023

Amended by the Library Board of Trustees: January 30, 2024