

STUDY ROOM PROCEDURES

- Study rooms, which include the Conference Room, are available by reservation only. Reservations can be made at the Adult Service desk (or online after Mid-March 2020).
- Patrons must have and present at time of room reservation a valid CSPL library card.
- These rooms are intended for use by high school students and adults.
- Rooms are reserved in one hour time increments. Advanced reservations may be made up to 48 hours ahead of time for a one hour block of time.
- If there are no other reservations at the end of a session, time may be extended in one hour increments.
- The Library reserves the right to limit or change room assignments based on group size or room capacity.
- Maximum number of people in each room cannot exceed the capacity as determined by the Library.
 - Study Room A - 4 people
 - Study Room B - 6 people
 - Study Room C - 2 people
 - Study Room D - 2 people
 - Conference Room - 10 people
- All rules and regulations as outlined in the Standards of Public Behavior Policy and Code of Conduct of the Carol Stream Public Library apply.
- Library staff reserves the right to deny study room or conference room use to any individual or group violating any Carol Stream Public Library policies or procedures.

