



WASHINGTON TWP PUBLIC LIBRARY

QUIET STUDY ROOM POLICY

The Washington Township Public Library provides a Quiet Study Room free of charge for the use of individuals or small groups (15 persons or less) who need to converse without disturbing others, or who need a quiet space.

Room Reservations

If you would like to reserve the Quiet Study Room, please contact the Library at 908.876.3596 or info@wtpl.org.

Use is limited to two hours per day per individual/group.

The room may only be reserved for when the Library is open. All use must end 15 minutes before the Library closes.

In order to provide equal access to the space, the number of meetings of an individual/group may be limited.

If an individual/group needs to cancel a meeting, they should notify the Library as soon as possible.

No admission fees can be charged or money collected.

Library-sponsored activities shall have priority.

Participants must not disrupt the use of the Library by others. Persons using the room are subject to all rules and regulations and may be asked to leave if they do not abide by them.

The applicant is responsible for maintaining proper order on the part of all participants and adhering to all applicable state, federal and municipal regulations. Meetings must have at least one adult (18 years or older).

No food may be consumed in the Quiet Study.

At the conclusion of the reservation the room must be restored to order, which includes the sanitizing of tables and chairs.

Denial of Quiet Study Room Privileges

Individuals/groups that fail to follow these regulations may lose the privilege of scheduling space in the future.

The library reserves the right to revoke permission to use the meeting rooms.

The Board of Trustees reserves the right to amend these regulations at any time and to limit the number and frequency of public meetings.

Approved 9/2022