

# A Center for Fine Arts

# Study Rooms and Fall Conference Room

## **Policy and Guidelines**

#### **Study Rooms**

The library provides five study rooms for use by groups and individuals.

### Room Descriptions and Equipment

- The Doan and Shaw Study Rooms each have a large table surrounded by six chairs, plus two lounge chairs with tablet arms.
- The Bell, Frisch and Leadership Study Rooms each have six lounge chairs with tablet arms, which may be rearranged to suit each group.
- All study rooms are equipped with a flat-panel monitor. This can be connected to a patron laptop using the cable provided. The library does not offer technical support on individual laptops.
- All study rooms have access to wireless internet service at no charge.

#### **Proper Use**

- All study rooms are locked when not in use. Patrons with a reservation should check in at the Reference Desk for access
  to the room. A reservation may be cancelled if you are more than 30 minutes late.
- Drinks and snacks are allowed in the Study Rooms.
- Rooms should be left clean and orderly at the completion of your reservation. Food containers should not be left in the room. A trash can for food items is available in the hallway.

#### Reservations

- A current Brentwood Library borrower's card is required in order to reserve a room.
- Reservations are limited to two hours. Patrons may have up to 4 reservations per card per week, and consecutive reservations are permitted.
- Reservations may be made no earlier than one month in advance.
- An available room may be reserved for immediate use.
- Meetings must take place within library hours.
- Study rooms must be vacated five minutes before closing.
- Reservations may be made online, by telephone or at the Reference Desk.

## **Fall Conference Room**

• The Fall Conference Room is provided to the public for use by small groups wishing to hold a meeting. The room seats 18 people and is equipped with a digital projection system and conference calling capabilities. The library's wireless internet service is accessible. The library does not offer technical support on individual laptops.

## **Proper Use**

- The Conference Room is locked when not in use. Patrons with a reservation should check in at the Reference Desk for access to the room.
- Drinks and snacks are allowed in the Conference Room.
- Rooms should be left clean and orderly at the completion of your reservation. Food containers should not be left in the room. A trash can for food items is available in the hallway.

### Reservations

- A current Brentwood Library borrower's card is required in order to reserve a room.
- Reservations are limited to two hours. Patrons may have up to 4 reservations per card per week, and consecutive reservations are permitted.
- Reservations may be made no earlier than one month in advance.
- An available room may be reserved for immediate use.
- Meetings must take place within library hours, and the conference room must be vacated five minutes before closing.
- Reservations may be made on-line, by telephone, or at the Reference Desk.