



LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT GUIDELINES

Study Room Guidelines

Study Room Guidelines

The Las Vegas Clark County Library District (Library District) provides Study Rooms for private study, small group discussion and study groups. To ensure the rooms are available to all members of our community and to ensure they remain clean and functional, Library District sets forth the following rules governing the use of library study rooms:

- All *Library Rules of Conduct* must be observed in the study rooms.
- 1 reservation may be made for up to 2 hours per day per group.
 - Stays beyond the 2-hour limit are not permitted.
 - Stacking reservations by multiple members of the same group is not permitted.
- Study rooms can be reserved up to 2 days in advance. Walk-in reservations are acceptable.
 - A valid LVCCLD library card is required.
 - An email address is required.
 - A first and last name is required.
 - The reservation start time is firm. If a customer does not arrive within 15 minutes of their scheduled time, the study room will be made available to other users.
 - Customers can cancel their reservation using the link in their Booking Confirmation email, as necessary.
- Customers who have used their allotted study room time will be asked by library staff to vacate the room.
 - Customers are expected to vacate the room within 5 minutes of being notified by library staff or security.
 - If the room is left unattended for 5 minutes, the room will be made available to other users.
- Study room capacity varies by location.
 - A user group's size may not exceed the room's capacity.
- Responsibility for the condition of the room lies with the customer who reserves the room.
 - Study room lights must remain on at all times.
 - Study room windows and doors may not be blocked or obscured at any time.
 - Food is limited to small, pre-packaged items.
 - Before exiting the room, all furniture must be returned to its original configuration and all trash removed.

Failure to follow Study Room Guidelines may result in loss of study room privileges.

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