



DISCUSSION ROOMS POLICY

I. Purpose

The Sun Prairie Public Library makes two Discussion Rooms available to patrons on a first-come, first-serve basis. When necessary, priority is given to library activities and partner organizations.

II. Reservations

- A. Discussion Rooms may be reserved up to one week in advance. If the room is not checked out within 15 minutes of the reserved time, the reservation may be canceled and the room will be made available on a first-come, first-serve basis.
- B. To safeguard equal access to library space, library staff reserves the right to limit the reservation of Discussion Rooms by a single patron or group to ten days within a 30 day period.

III. Check-in

- A. Patrons or groups must check in at the Information Desk or Welcome Desk to use a Discussion Room. Responsibility for the room lies with the patron who reserves the room.
- B. Each Discussion Room has a maximum capacity of six people.

IV. Time Limits

Rooms are available during library hours of operation for two hours. The two-hour time limit per day may be extended at the discretion of library staff. Use of rooms ends 15 minutes prior to closing.

V. Conduct

Discussion Room users are expected to comply with the Sun Prairie Public Library's conduct policy.

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