

**CITY OF TEXAS CITY**  
**MOORE MEMORIAL PUBLIC LIBRARY**  
**STUDY ROOM POLICY**  
**(Approved 10/16/2019 by the Texas City Commission)**

The small and group study rooms may be used by the general public during the regular hours that the library is open.

1. Advance registration requests can be submitted no more than one (1) week in advance.
2. Rooms may be reserved for two (2) hour blocks, with an option to extend if the room is not booked.
3. To ensure equitable use of library facilities, the library reserves the right to limit usage to no more than three (3) hours per day.
4. To ensure equitable use of library facilities, the library reserves the right to limit advance registration to no more than two (2) days per week.
5. Depending on demand for Library Study Rooms, further usage limits may be applied.
6. Registration requires a **current** photo ID, Moore Memorial Library card, or student ID.
7. Use must not exceed the maximum occupancy for the study room.
8. If the representative of the group who has reserved a room fails to check in with the library staff within fifteen (15) minutes of the start of the reservation, the library may, at its discretion, cancel the reservation.
9. The Study Room facilities may not be used for any commercial purposes, including, but not limited to, the sale of goods or services, executing fee-for-service agreements or contracts to perform services elsewhere, accepting membership dues, selling raffle tickets, and collecting fees for tutoring. Fundraising activities conducted by the Friends of the Library group is allowed.
10. Any activities listed or presented as informational, educational, or instructional must remain so, and Study Room users shall make no direct solicitation of attendees to secure clients or customers for commercial purposes.
11. Patron(s) must be fifteen (15) years of age or older to reserve a Study Room.
12. Patron(s) using a Study Room shall remain present in the room at all times during use of the room, and any minors fourteen (14) years of age and younger using a Study Room must be accompanied by an adult guardian at all times.
13. Patrons may reserve a room with no advance notice if the room is not otherwise occupied or reserved.
14. Library staff shall have unrestricted access to Study Rooms at all times.
15. Study Room doors shall remain unlocked during use. Personal belongings should not be left unattended. The Library is not responsible for items lost, damaged, or stolen.
16. Study Rooms must be vacated at least fifteen (15) minutes before Library closing.
17. Individuals using Library Study Rooms must also adhere to the Library's Patron Code of Conduct.
18. The patron(s) reserving the Study Room accepts financial responsibility for any and all damage to Moore Memorial Public Library property resulting from patron's use of the Study Room, normal wear and tear excepted. Excessive damage or destruction to the Study Room will result in permanent loss of Study Room privileges.

(The Director or his/her designee reserves the right to make changes to any library policy or procedure as the need arises for health, safety and public interest concerns.)