

# Sun Rooms\*

There are three (3) rooms available to the general public. The following restrictions and policies apply to the use of these rooms.

The Sun Rooms are designed to provide a quiet area for individuals or small groups. The fundamental purpose of these rooms is to provide a suitable environment for study, instruction and research. Sun Rooms are not for social gatherings. Appropriate library behavior is expected. (See Library Code of Conduct)

Literacy volunteers and their students have priority for use and may reserve a room for a regular weekly session.

- Sun Rooms must be checked out from the Library's Circulation Desk.
- An individual must present a Florham Park library card (in good standing) to check out a Sun Room.
- Staff must be informed when the room is vacated so that the room may be inspected and locked.
- Reservations may be made up to two weeks in advance by Florham Park library card holders.
- Patrons may have two reservations per week.
- Reservations will be forfeited if not claimed within 15 minutes of reservation time.
- If not reserved, a Study Room is available to the public on a "first come, first served" basis.
- Sun Rooms may be checked out for up to two hours per day per person or group.
- Sun Rooms must be vacated 30 minutes prior to the library closing and will be locked 15 minutes prior to the library closing.
- If no other group is waiting, the individual or group presently using the Sun Room may stay until another group or individual is scheduled.
- The Florham Park Public Library is not responsible for accidents, injury, loss or damage to the private property of the individual or organization using the room.
- No food or beverages other than water may be consumed in the Sun Rooms.

The Sun Rooms are intended for quiet use:

- Laptops, personal computers, cell phones and other electronic devices may be used in the Sun Rooms, provided the volume controls on such devices are adjusted so as not to disturb others in the Library.
- Individuals or groups who are noisy or unruly will be asked to leave.
- The Library's Code of Conduct Policy applies to the Study Rooms except where amended by this Policy.
- Sun Rooms will be under video surveillance.

The responsible user will be held financially responsible for any damage to the group study room or furniture:

- The room must be left in the condition that it was found.
- Persons who leave the Sun Rooms untidy may lose future Sun Room privileges.
- Tables and chairs may not be moved into or removed from the Sun Rooms without explicit permission of the Library staff.
- Doors may not be blocked.
- Windows and doors in Sun Rooms may not be covered at any time.
- No items shall be taped or tacked to the walls, windows or doors.

Children under the age of 16 are not permitted use of study rooms without an adult in the room with them.

The Library Board reserves the right to amend this policy at any time.