

Study Room Policy

- Our study rooms are in high demand! You may use a study room for a **maximum of 3 hours a day**, whether alone or as part of a group. Rooms may be reserved for 30-minute increments only, for up to 3 hours. That is, all reservations must be scheduled to start on the hour or half-hour.

We reserve the right to reassign rooms if necessary prior to check in but will not change your reservation time.

- Fire code restricts how many people may occupy each room:
A – 2 people / B – 4 people / C – 6 people / D – 4 people (all rooms have whiteboards)
- At least one person in the study room must be **16 or older** and own a **valid Allen Library card**. We check out a key to this person using his or her card number and return the card when the key is returned.
- Make rooms reservations up to 1 day in advance in person or by calling **214.509.4905** during business hours.
- You may use a study room to study, read, tutor, or do other activities that will not disturb other patrons or staff (the walls are not soundproof).
- Study room activities will not be advertised in Library publicity.
- **We only hold a room for 15 minutes. After that we will cancel the reservation and make the room available to other people.**
- **No food** is allowed, but you may have water bottles/beverages with lids.
- At the end of your study period please:
 - clean the whiteboard
 - discard your trash
 - lock the study room door
- Please **leave the study room & return the key promptly at the end of your reservation time and 30 minutes before the Library closes.**
- If you leave something in a study room, we will take it to the Check Out Desk, where it will be kept in our Lost and Found.
- **If you violate this policy you may be asked to leave the study room or be suspended permanently from study room use, depending on staff discretion.**

