PURPOSE
The Oak Creek Public Library has multiple rooms available during the hours of library operation. Library programs, city programs, and special events will take precedence over individual use of the spaces and equipment.

RESERVATION GUIDELINES
Patrons may reserve Study Rooms, Tutor Rooms or the Gaming Room, free of charge for a maximum of 4 hours per day. Reservations are available on a first come-first serve basis. Staff may reassign a room reservation based on need and availability.

The rooms may be reserved up to 7 days in advance. Rooms cannot be reserved 15 minutes or less prior to the library closing and must be vacated 10 minutes before close. Reservations are forfeited if the user has not arrived within 15 minutes after the start of the reservation. Repeated cancellations may result in denial of future reservations.

STUDY / TUTOR ROOMS
Patrons ages 14 and up may use the 2nd floor study rooms. Patrons 14 years of age and under and their caregivers may reserve the Tutor Rooms in the Youth Services Department. Usage of the Tutor Rooms is limited to children and caregivers with children. Children under 12 years old must be accompanied by a responsible guardian, in accordance with the Oak Creek Public Library Patron Behavior Policy.

To provide as much access as possible, use of the study rooms as a place to conduct regular business or as a place to hold office hours is prohibited. The library phone number shall not be used as a contact number, nor shall groups or individuals use the library as a mailing address. No deliveries will be accepted for room users.

GAMING ROOM
The Oak Creek Public Library offers a variety of games and gaming equipment for the enjoyment of library patrons. Access to these items and spaces give users the opportunity to try new technologies and games.

Patrons of any age are allowed to use the library’s gaming space and equipment. Children under 12 years old must be accompanied by a responsible guardian, in accordance with the Oak Creek Public Library Patron Behavior Policy.
Patrons may only use the gaming systems and hardware provided by the library. Patrons may use library materials or provide personal games to play on the library equipment. Patrons may use their own accounts to login to gaming/streaming services. If you login to a personal account, be sure to logout before shutting down any equipment. The library is not liable for any damage or loss that may happen to a user’s personal equipment and/or user accounts. Memory cards, or extra accessories not provided by the library, are allowed. Patrons must show personal games and/or accessories to staff before use. Users may be required to end a game if the content is deemed inappropriate for a library setting.

TECHNOLOGY TRAINING LAB, MULTI PURPOSE ROOM, AND STORY TIME ROOM
The primary purpose of the Technology Training Lab, Multi-Purpose Room, and Story Time Room is for Library or City related activities. These rooms may be reserved for public use with permission from the Library Director or his or her designee. Patrons wishing to use any of the technology in any of these rooms must request prior permission.

CONDUCT
Users are responsible for reading, understanding, and following all library policies and procedures. The Library Patron Behavior Policy must always be observed. Use of the room cannot be disruptive of the patrons/staff, programs, and activities of the Civic Center.

Patrons who use the rooms are expected to leave the rooms in their original order. Any damage or theft that occurs to library spaces or equipment in the rooms will be the responsibility of those using the space at the time the damage or theft occurs. A fine/bill may be charged/mailed for broken, damaged, or dysfunctional equipment caused by misuse.

The library is not responsible or liable for lost, stolen, or damaged private materials or equipment left in the rooms.

Failure to follow this policy may result in loss of room privileges and/or loss of library privileges. Please see the Patron Behavior Policy for more detailed information about loss of library privileges.
DISCLAIMER

Room usage and reservation guidelines may be modified at the discretion of the library staff. Users must vacate a room immediately at the request of a staff member.

Neither the Library nor the City is in any way affiliated with public events/agencies that are held in library rooms; it simply provides the venue for such events.

In making the meeting room available to the public, the Library Board subscribes to the tenets of the American Library Association’s Library Bill of Rights which states in part, “Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

*Adopted by the Oak Creek Public Library Board of Trustees July 14, 2022*