



# Putnam County District Library

## Group Study Room Reservation Policy

The primary purpose of the library's group study rooms is to provide a space for patrons who need to work on group projects or a quiet space to study.

A group study room may be reserved up to two (2) months in advance of the meeting date. Due to high demand, patrons may be limited to one (1) reservation per week, with a maximum limit of four (4) reservations per month. Cancellations should be made as soon as possible to allow others to use the rooms. The director or his/her designee must approve all reservations. Groups using the group study rooms shall vacate the room five (5) minutes before closing time of the library.

The library reserves the right to cancel or reschedule any reservation for the group study rooms.