

Individual and Group Study Rooms Policy

The purpose of these five rooms is to provide a quiet space for library patrons to use computers or other equipment, provide proctoring of examinations by Library staff, provide a study space for individuals or groups, and for City of West Allis or West Allis Public Library sponsored functions.

Rooms are available on a walk-in basis. **Users must sign-in at the Adult Information Desk with a valid form of identification.** Reservations are made for the next half-hour.

Rooms 1, 2, 3, and 4:

- These rooms have a capacity for two (2) people (babies and toddlers excepted).
- A person is guaranteed 2 hours in these rooms, additional time may be available if no one is scheduled or waiting.
- These rooms may be reserved up to a week in advance. Reservations will be held 10 minutes past the scheduled time.
- **Rooms 1 and 2** have desktop computers providing Word, PowerPoint, Excel, and Publisher, they do not have Internet access.

Room 5:

- This room has capacity for eight (8) people.
- Priority will be given to groups of **three** or more.
- This room has a time limit of 90 minutes, additional time may be available if no one is waiting.
- This room may not be reserved ahead, it is only available on a walk-in basis (unless related to City of West Allis or West Allis Public Library sponsored functions).

Library patrons are free to use these rooms under the following conditions:

- Priority will be given to those needing computer access in Rooms 1 and 2. Patrons asked to vacate will be moved to another room if available.
- Eating, drinking, smoking, sleeping, or use of AV equipment without headsets (other than for library programs) is not permitted.
- **Lights must remain on in room 5.**
- All rooms must be vacated five (5) minutes before closing.
- **Any person or group who leaves a study room unoccupied for 10 minutes will lose the use of the room and any items left behind will be considered lost.**
- The West Allis Public Library is not responsible for theft of any personal items.
- Patrons who display disruptive behavior or who make excessive noise will be asked to vacate the library.

Failure to abide by these terms may result in the loss of room privileges.

Library Board approved – 6/21/2017; **rev. 3/26/2025**