

**Enfield Public Library
Policies and Procedures**

Zenbooth Study Room Use Guidelines

Purpose: The purpose of this policy is to clarify the use of the Enfield Public Library's Zenbooth study room.

Priority: The Zenbooth is generally meant for use by the public. The Library reserves the right to use the Zenbooth for administrative purposes at any time.

Eligibility: Any Enfield Public Library patron may reserve and use the Zenbooth. Zenbooth activities are not required to be open to the public. Any individual/group who has violated the Library Behavior Policy may be denied access to the Zenbooth.

Disclaimer: Permission to reserve and use the Zenbooth does not constitute an endorsement by the Library of the individual or any point of view expressed.

Reservation Guidelines:

- Zenbooth may only be reserved during Enfield Library's hours.
- A reservation may be made up to 5 days in advance.
- Patrons/groups are limited to 2 reservations on the weekly calendar at a time in order to maintain accessibility
- A reservation may be forfeited 10 minutes after the start of the reservation time if the reserving party does not arrive to begin their use without prior notice.
- Patrons/groups may reserve no more than 2 hours per day. If no one is waiting, usage may be extended for half hour increments.
- Patrons/groups may be asked to vacate the Zenbooth if time has been extended and another patron wishes to use the room.
- The Zenbooth is available on a first-come, first-served basis for the general public when the room is available and has not been reserved.

Use Guidelines:

- Patrons/groups are expected to return the Zenbooth its original condition.
- Patrons/groups shall report any concerning issues or damages of the Zenbooth.
- The capacity of the Zenbooth is 6 people.
- Use of the Zenbooth must end 10 minutes before the Library closes.
- Patrons/groups shall abide by the Library Behavior Policy.
- Patrons/groups are responsible for any damage in the Zenbooth.
- The Zenbooth is sound dampening, but not soundproof. Noise and conduct is expected to be kept to a level that will not disrupt other patrons in the library.