

Olathe Public Library

Policy Manual

Effective July 1, 2024

4. Services

4.9. Study Room Reservation Policy

Purpose: The Olathe Public Library provides study rooms for library customers or staff needing to meet in a group setting or as a quiet area for reading, private study or tutoring.

The Downtown Library has five study rooms:

- Two four-person
- Two six-person
- One eight-person

The Indian Creek Library has eight study rooms:

- Six four-person
- Two eight-person

The customer who reserves these meeting rooms is responsible for reading this Study Room policy and agrees that all library policies will be followed.

Reservation Requirements:

- **Eligibility:** Must have a current, verified library card in good standing and be at least 13 years old.
- **Booking:** Reservations are on a first-come, first-served basis via olathelibrary.org. Rooms can be reserved for up to two hours per day, and no more than three months in advance.
- **Time extensions:** Time may be extended beyond two hours, not to exceed four hours a day. Extensions cannot be made until 15 minutes before the end of the current reservation.

Usage Guidelines:

- **Responsibility:** The reserving customer must be present throughout the reservation and is responsible for following all library policies, the room's condition, and any damages. *Damage costs will be added to the library card account of the reserving customer.*
- **Punctuality:** The room is held for 15 minutes past the reservation time.

Olathe Public Library

Policy Manual

Effective July 1, 2024

- **Additional Time:** Reservations may not be extended.
- **Cancellations:** As a courtesy, please notify the library at least 24 hours in advance if canceling to allow others the opportunity to reserve the room.
- **Noise:** Keep conversations at a level that cannot be heard outside the room.
- **Food and Drink:** No food allowed; drinks must be in closed containers.
- **Room Condition:** No alterations or attachments to walls, no confetti, and no additional furniture. Keep doors unobstructed and windows uncovered.
- **Behavior:** Customers must adhere to policy [7.1 Guidelines for Customer Behavior](#)

End of Reservation:

- **Cleanup:** Return the room to a neat condition:
 - Push chairs into the table.
 - Dispose of trash in designated receptacles.
 - Erase the whiteboard.
- **Timing:** Meetings must end at least 5 minutes before the library closes.

4. Services

Olathe Public Library

Policy Manual

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4. Services

4.10. Meeting Room Reservation Policy

Purpose: The Olathe Public Library has two meeting rooms intended for use by non-profit groups and organizations: The Indian Creek Library Board Room and the Downtown Library Community Room.

The customer who reserves these meeting rooms is responsible for reading this OPL Meeting Room policy and agrees that all library policies will be followed.

Room specific considerations: The Indian Creek Board Room is to be used by adult non-profit and community organizations only. Youth organizations should use the Children's Program Rooms or the Downtown Library Community Room.

Reservation Requirements:

- **Eligibility:** Must have a current, verified library card in good standing and be at least 16 years old.
- **Booking:** Reservations are on a first-come, first-served basis via olathelibrary.org. Rooms can be reserved for up to two hours, one time per week, and no more than three months in advance.
- **Capacity:** Downtown Library Community Room: up to 12 people. Indian Creek Library Boardroom: up to 14 people.

Usage Guidelines:

- **Responsibility:** The reserving customer must be present throughout the reservation and is responsible for following all library policies, the room's condition, and any damages.
- **Punctuality:** The room is held for 15 minutes past the reservation time.
- **Additional Time:** Reservations may not be extended.
- **Cancellations:** As a courtesy, please notify the library at least 24 hours in advance if canceling to allow others the opportunity to reserve the room.
- **Noise:** Keep conversations at a level that cannot be heard outside the room.
- **Food and Drink:** No food allowed; drinks must be in closed containers.
- **Room Condition:** No alterations or attachments to walls, no confetti, and no additional furniture. Keep doors unobstructed and windows uncovered.

End of Reservation:

- **Cleanup:** Return the room to a neat condition:
 - Push chairs into the table.

Olathe Public Library

Policy Manual

Effective July 1, 2024

- Dispose of trash in designated receptacles.
 - Erase the whiteboard.
- **Timing:** Meetings must end at least 30 minutes before the library closes.