

### 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 study room is responsible for reading this Study Room policy and agrees that all library policies will be followed.

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#### 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](http://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:** 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.
- **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.

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- **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.
  - Close door and return the room key to the desk.
- **Timing:** Meetings must end at least 10 minutes before the library closes.

### 4. Services

#### 4.10. Olathe Public Library Meeting Rooms and Children's Program Rooms Reservation Policy

##### **Purpose:**

The Olathe Public Library provides meeting rooms for use by non-profit groups and organizations. These rooms include the Indian Creek Library Board Room, the Downtown Library Community Room, the Downtown Creative Space and the Children's Program Rooms at both the Indian Creek and Downtown Libraries.

##### **Room specific considerations:**

- The Children's Program Rooms are primarily for staff-led programs and events supporting the library's mission. When not in use for these purposes or library birthday party rentals, the rooms are available for community group meetings, not for individual reservations.
- The Downtown Creative Space is primarily for staff-led programs and events supporting the library's mission. When not in use for these purposes, the room is available for community group meetings, not for individual reservations.
- The Indian Creek Library Board Room is intended for use by adult (18 and older) non-profit and community organizations only. Youth organizations should use the Children's Program Rooms, the Downtown Library Community Room, or the Downtown Creative Space.

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

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##### **Reservation Eligibility:**

- Must have a current, verified library card in good standing.
- Must be at least 16 years old for Children's Program Rooms, Downtown Library Community Room, and Downtown Creative Space.
- Must be at least 18 years old for the Indian Creek Library Board Room.

##### **Reservation Process:**

- Reservations are on a first-come, first-served basis via [olathelibrary.org](https://olathelibrary.org).

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- Rooms can be reserved for up to two hours, once per week, and no more than three months in advance. Reservations may not be extended.
- Capacity:
  - Downtown Library Community Room: up to 12 people.
  - Indian Creek Library Boardroom: up to 14 people.
  - Downtown Library Children's Program Room: up to 18 people.
  - Indian Creek Library Children's Program Room: up to 30 people.
  - Downtown Creative Space: up to 30 people.

### Usage Guidelines:

- **Responsibility:** 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.
- **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.
  - Close door and return the room key to the desk.
- **Timing:** Meetings must end at least 30 minutes before the library closes.