



SUMMIT COUNTY LIBRARY

www.SummitCountyLibraries.org

MAIN LIBRARY
970.668.4138
0037 Peak One Dr. | PO Box 770
Frisco, CO 80443

NORTH BRANCH
970.668.4280
651 Center Cir. | PO Box 1248
Silverthorne, CO 80498

SOUTH BRANCH
970.453.3544
103 S. Harris St. | PO Box 96
Breckenridge, CO 80424

[Services: Meeting and Study Rooms](#)

Study Room Reservation Policy

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

The person or group who reserves a study room is responsible for reading this Study Room policy and agrees that all library policies will be followed.

The Main Library has three study rooms with the following capacity:

- One two-person
- Two six-person

The North Branch Library has three study rooms with the following capacity:

- One two-person
- Two six-person

The South Branch Library has three study rooms the following capacity:

- One three-person
- One eight-person
- One four-person

A complete description of the study rooms, seating capacity, and available equipment is available at <https://summitco.librarycalendar.com/reserve-room>.

How to Reserve:

A person or group can visit <https://summitco.librarycalendar.com/reserve-room> to reserve using the online booking system.

If they are unable to make a reservation themselves online, they can call or visit a library and staff will walk them through the process.

Reservation Requirements:

- Eligibility: Must provide a valid name, email and phone number of the user when reserving.
 - No fake names, emails or telephone numbers may be used.
 - The same group may not make multiple reservations on the same day using different names.
- Booking: Reservations are on a first-come, first-served basis via summitcountylibraries.org, by phone or in-person.
 - Rooms can be reserved for up to a limit of three hours per day, and no more than 1 day in advance.
 - One reservation per day per person or group.
 - Reservations for Mondays can be made on the website on Sunday while the libraries are closed.
- Time extensions: Reservations may not extend beyond three hours. If no one books the time slot following, the person may stay in the room until another booking arrives.

Usage Guidelines:

- Study room users must check in at the circulation desk before going to the room.
- If you are a single person, please book the Hummingbird, Humbug or Cottonwood room if available and leave the bigger rooms for group reservations.
- Users are responsible for anything damaged in the room.
- Punctuality: The room is held for 15 minutes past the reservation time and then cancelled.
- Cancellations: Please cancel online or notify the library at least 2 hours in advance.
- Noise: None of our study rooms are soundproof. Keep conversations and meetings at a level that cannot be heard outside the room.
- Food and Drink: Food is allowed and drinks must be in closed containers.
- Room Condition: No alterations or attachments to walls and no additional furniture. Keep doors unobstructed and windows uncovered.
- Chairs: If you need additional seating, please ask a staff member.
- TV Usage: If you need help using the tvs, hdmi cables or remote control, ask for staff assistance.
- Behavior: Customers are expected to adhere to policy [1.1 Rules Governing Use of the Library](#).

Summit County Library reserves the right to modify and cancel any reservations for

any reason.

End of Reservation:

- Cleanup: Return the room to a sanitary and neat condition:
 - Push chairs into the table.
 - Dispose of trash in designated receptacles.
 - Erase the whiteboard.
 - Hang up the HDMI cords back on the hook.
 - Close windows and door.
 - Notify staff if any damage has occurred.

- Timing: Meetings must end at least 5 minutes before the library closes.

Policy Violations:

Booking for more than 3 hours per day or violating this policy, may result in the removal of your study room privileges at all 3 Summit County Libraries.