



**DarienLibrary**  
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darienlibrary.org

# Reservable Study Rooms Policy

## Statement of Policy

Darien Library subscribes to Article IV of the Library Bill of Rights, which states that facilities should be made available to the public served by the Library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Darien Library considers the availability and use of its Study Rooms as an integral part of its service to the community. In that regard, select Study Rooms are available at no charge for reservation in advance by Darien residents, those who work full-time in Darien, and non-resident Friends of the Darien Library at the \$450 annual level or above.

## Study Rooms

Study Rooms are booked in two-hour slots. Study Rooms are held for 15 minutes after a reservation begins and may be forfeited after that time. These rooms are available to others on a space-available basis, without advance reservation.

Patrons are allowed one room booking per person or group per day.

The minimum age to reserve a Study Room is 12 years old. Children under age 12 may use a Study Room if accompanied by a supervising adult. The following Study Rooms are available during regular Library hours and may be booked online

(<https://www.darienlibrary.org/reserve-room/room>):

Study Room	Location	Capacity	Talking Allowed?
Study Pods (2)	Second Floor	Maximum of 4	Yes
Quiet Study Rooms (3)	Mezzanine	Maximum of 2	No
Harris Writer's Room	Second Floor	Maximum of 8	Yes
Lautenbach Writer's Room	Mezzanine	Maximum of 6	Yes

## General Terms and Conditions

Residents, local groups, and other individuals may use the Study Rooms under the following conditions:

- Use of the Study Rooms may not interfere with the routine business of the Library.
- Library facilities may not be used for business solicitations, fundraising, or political campaigning.
- The facilities must be left in neat and clean order. Payment for any damage to Library property, or additional cleaning required after Study Room use, will be the sole responsibility of the individual reserving the Study Room, or if on a space-available basis, the individual using the Study Room.
- The Library is not responsible for supplies, materials, or other items owned by a group or individual and used in the Study Rooms or Library.
- Alcoholic beverages are prohibited.
- Smoking or vaping is prohibited within twenty-five (25) feet of a Library doorway, operable window, or air intake vent, in addition to the premises' interior.
- The Library is not responsible for weather emergencies, building evacuations, or "acts of God" that may prevent the Study Rooms or Library from being available on the agreed upon date and time.
- Any accident or incident on Library property must immediately be reported to the Library Director or their designate on-site.

## Non-Discrimination

Darien Library's facilities will be made available to those who reside in Darien on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use. Permission to use the facilities does not constitute an endorsement of the group's policies or beliefs by Darien Library. It is the Library's policy, in its employment practices, procedures, and facilities usage, not to discriminate with regard to age, gender, sexual orientation, race, color, national origin, religious affiliation, or disability. Individuals and groups using the Library's facilities shall affirm a similar commitment.

## Patron Behavior

All patrons and attendees utilizing a Library Study Room are subject to the Library's Patron Behavior Policy (<https://www.darienlibrary.org/about/policies/patron-behavior-policy>). Failure to comply with this or any other relevant Library policies may result in individuals or groups being asked to leave the Library.

*This policy was approved and adopted by the Board of Trustees on August 29, 2022; updated on February 11, 2026.*

*The Board of Trustees shall review and update this policy, at minimum, every five years.*