

# Tutoring Room Use Agreement

**Tutoring room priority is given to tutoring and test proctoring. Patrons using rooms for other purposes may need to move or reschedule if the room is needed for these purposes.**

Patrons may schedule a room ahead of time or on a drop-in basis if a room is available with the understanding they can be replaced by tutoring and testing services. Room 208 is to be scheduled first priority for use other than tutoring and testing. Room reservations are limited to 10 hours per week. Rooms will be released 15 minutes after the start of the reservation if the patron has not arrived by that time. Patrons using rooms for other purposes may need to move to make way for higher priority uses. Moving users into a different room is left to the discretion of the staff if the LLC Coordinator is not on-site.

## ALLOWED:

- Students enrolled in Distance Learning
- Job training
- Depositions, job interviews, and other video calls
- Patrons filling out computer forms that may take longer than 90 minutes
- Academic activities that may disturb other patrons in the Library
- Minors under 11 need a parent or guardian present in the room at all times
- Ages 11-13 are on a case-by-case basis - LLC Coordinator will interview
- Ages 14+ are allowed in the room unsupervised
- Phone calls
- Groups that usually meet in regular meeting rooms, but were bumped
- Other uses reviewed on a case-by-case basis

**No food is allowed in the tutoring rooms. Water only.**

## PROHIBITED:

- Sales, promotions, endorsements or advertising, whether directly or indirectly, of commercial service
- Paid tutors conducting educational services to students
- Conducting work normally done in a business office
- Activities that can normally be done in the Library
- Strictly social functions, defined as an event to celebrate a birthday, anniversary, Baby shower, etc
- Activities that advocate election or defeat of any political proposition

**Rooms must be cleaned and personal belongings removed at the agreed time**

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Date \_\_\_\_\_

Name \_\_\_\_\_

Library Card or phone  
number \_\_\_\_\_

Time in: \_\_\_\_\_

Time Out: \_\_\_\_\_

Room used:            208                      205                      207                      204                      202

Phone /  
email \_\_\_\_\_

Reason for use (***Please note: use of tutoring rooms for any prohibited use described on the reverse side will result in forfeiture of room privileges***):

\_\_\_\_\_

Was computer access given?            Yes            No

***I have read the tutoring room agreement and I am aware of the Library Rules of Conduct.***

Signature  
\_\_\_\_\_

Staff initial \_\_\_\_\_

Updated 3-26-21