

Creative Lab Procedures

Eligibility for Use

- The Creative Lab may only be used by library cardholders 18 or older. Government-issued ID is also acceptable. Persons 12-17 must be accompanied by a responsible adult or have a permission slip on file. Persons 11 and under must be accompanied by an adult.

Rules of Use and Expected Behavior

- A maximum of 4 people are allowed in the Creative Lab at one time. If minors, all minors must have a permission slip on file. Persons 11 and under must be accompanied by an adult.
- The Library is not responsible for injury that may occur while using Creative Lab equipment.
- The Library is not responsible for any items lost, stolen, or damaged while a person is using the Creative Lab. It is the responsibility of the user to make sure that their belongings are safe.

Reservations & Session Length

- The Creative Lab may be booked up to one week in advance.
- A reservation is required for using the Creative Lab; reservations can only be made by someone who has turned in the appropriate Creative Lab form for their age.
- A person may reserve a Creative Lab for a maximum of 8 hours per week. This time may be exceeded if the individual who requires additional time comes in for a same-day reservation and no other reservations will cause a time conflict. Additional time requests (exceeding 8 hours a week) cannot be made for future dates that fall within the current week.
- A person who is found abusing the hour restrictions on these rooms multiple times will first receive up to two (2) verbal warnings, followed by discipline at the Director's discretion.
- If a person will be unable to make their reservation, they must call and cancel so that their reservation may be released. They may also reschedule at this time so long as they will not be in violation of the hour restrictions.
- If a person arrives for their reservation later than 15 minutes after its scheduled start, then their reservation will be released. Multiple no-shows may be handled at the Director's discretion.

Materials & Equipment

- There is no charge for using the Creative Lab. However, the Library reserves the right to issue a charge for any repairs or cleaning needed.
- Creative Lab equipment that is not already in the Creative Lab may be checked out at the Creative Lab desk.
- Materials to use most equipment are to either: be provided by the patron or may be purchased from the Library at the Computer Lab desk. However, patrons must use library-approved materials only.

Expected Behavior

Persons using the Creative Lab are expected to adhere to the behaviors outlined below:

- A group/person using the Creative Lab may rearrange furniture, but must then return the room to its original condition before their reservation has expired.
- Food and beverage is NOT PERMITTED in the Creative Lab. No exceptions. The Library reserves the right to charge a fee for any needed repairs or cleaning.
- A person with a reservation is to leave the room at the end of their reservation time; extra time is not permitted without authorization from staff.
- Decorating is not permitted. This includes using tape (of any kind), plastitack, or thumbtacks. Cooking or kitchen appliances are not permitted (per City code)
- No open flames or candles.
- No alcohol or smoking is permitted on Library property at any time.
- Children or youth groups must have at least one adult advisor present. Reservations can only be made by an adult who will take full responsibility.

- Animals are not permitted in the building, except those trained to aid persons with special needs or for Library sponsored programs.
- Persons using the Creative Lab are expected to maintain a low noise level. They should not be so loud that they disrupt the Library environment.
- Persons using the room may bring in their own equipment (ie. Musical instruments (no drum sets), computer, digital camera...)
- Patrons should notify staff when they are finished using the room.
- Computers in the Creative Lab are filtered, and users are expected to follow the computer policy.

Any person found that violated these policies or expected behaviors will be subject to disciplinary action at the discretion of the Library Director.