

### **Children and Teen Break-out Rooms Use Policy**

*The Briarcliff Manor Public Library's children's break out room and teen break out room are available for children or teens to use for quiet work or collaborative work in small groups, in accordance with the Library Bill of Rights.*

- Priority for use is given to Library sponsored programs and alternate uses at the discretion of the staff.
- The children's breakout room is available for use by patrons up to 18 years old and their parent or caregiver age 14 or older. The teen breakout room is available for use by patrons 13 to 18 years old only.
- Rooms can be used on a first-come first-served basis. No reservations are taken.
- The room may be used for a maximum of one hour (1 hour), if another patron is waiting for the room.
- The children's breakout room seats up to six (6) people. The teen breakout room seats up to four (4) people.
- The rooms are available from 10:00 a.m. until 15 minutes before the Library closes
- The Library's Code of Conduct must be followed or patrons will be asked to leave the room.
- The Library does not accept any responsibility for damage, loss, or theft of personal property.
- Eating or drinking is not allowed in the break-out rooms.
- The rooms must be left neat and in good order.
- The Library Board may amend the policy.
- Any patron denied use of the room may appeal to the Library Board of Trustees.

Adopted by the Briarcliff Manor Public Library Board of Trustees on October 12, 2022.