



## STUDY POD RESERVATION FORM

### Study Pod/s Rules and Guidelines

- A patron must be 18 or older to use the study pod/s, special exceptions will be given for proctored tests or if a parent is on premise
- Usage is limited to 3 hours daily per person
- Pod/s may not be used as a place of business
- The single pod accommodates one person, double accommodates two persons
- Reservations may be made up to 3 months in advance
- Usage and reservations are first come, first served
- No food is allowed, a covered beverage container is acceptable.
- Items left in the pod/s for more than 15 minutes can be removed by Library staff and the next reservation will be accepted
- The pods must be left in a clean condition
- The windows in the pod/s may not be covered at any time
- If the pod/s is left unattended for more that 15 minutes it will be reassigned
- Pod/s will be monitored. Library staff has the right to expel individuals who violate the guidelines for use or are otherwise behaving inappropriately.
- Proctored tests require reservations but time may be extended at the discretion of the Librarian and is subject to room availability.
- NPL assumes no responsibility for unattended items.
- The study pod/s is not completely sound proof so please be mindful of your conversation level.
- Double pod/s are for no more than 2 people

- Telehealth visits using the pod/s are at the discretion of the user and medical care provider and are not the responsibility of the library. Using the pod/s for this purpose does not guarantee privacy.

I have read and understand the rules and guidelines for the study pod/s and will leave the pod/s in good, clean condition after use. I understand that misuse of the pod/s or non-adherence to the guidelines may negate my use of a pod/s in the future.

Printed Name: \_\_\_\_\_

Signed Name: \_\_\_\_\_

Date: \_\_\_\_\_