

# Ojai Library – Van Dyke Room Reservation Policy and Procedure

## *Revised December 2018*

### Procedure:

- **Check for availability** – Contact staff at the Ojai Library in person or by calling (805) 646-1639 to ensure that your desired time is available.
- **Record your reservation** – Library staff will ask for a name for the reservation and the requested time period in order to record them in the reservation calendar. Reservations must be recorded to be honored—walk-ins are not recommended as conflicts can occur.
- **Cancelations** – If you need to cancel your reservation, please contact staff as soon as possible to let them know so the room can be made available for others.

### Policies:

- **Be respectful of other users** – Another customer may have a reservation that begins when yours is ending, so please be ready to vacate the room when your time is complete.
- **Be respectful of library hours** – The library must close on time (8 p.m. Monday – Thursday, 5 p.m. Friday – Sunday), and staff will need to ensure that all customers have left the building. Please be ready to vacate the room in time for closing.
- The room can be reserved for a maximum of **two hours at a time**.
- The room can be reserved for a maximum of **two times per week, and not on the same day**.
- The room can be reserved **up to three months in advance**.
- Reservations can be made for **groups of two or more** (no reservations for a single individual).
- All library rules of conduct continue to apply within the Van Dyke Room.
- **While in use for a reservation, the door to the room may be closed if desired.** However, it **may not be locked**.

Please contact library staff with any questions you may have about these policies.