



YPL Meeting room / Study room Reservation Policy

Yonkers Riverfront Library is happy to announce that meeting rooms and study rooms may be reserved online. These rooms are ideal spaces for small-group meetings, interviews, test-taking, and group study. Please read our policy below prior to making a room reservation.

Meeting rooms are equipped with:	Study rooms are equipped with:
<ul style="list-style-type: none"> ○ Chromebox ○ Flat screen TV ○ Wireless mouse & keyboard ○ HDMI cable ○ Wi-Fi 	<ul style="list-style-type: none"> ○ Flat screen TV ○ HDMI cable ○ Wi-Fi

- Patrons may reserve a meeting room or study room by visiting our [website](#) or by calling or visiting the Riverfront Reference Desk 914-375-7966.
- You need your library card number and PIN* to make a reservation. Yonkers library cards and other libraries of the Westchester Library system are accepted.
*Your PIN is the last 4 digits of the phone number used when you signed up for your library card.
- You may visit the circulation desk on the 1st floor to get a new, replacement or temporary library card.
*You must have a photo ID to receive a library card.
- Reservations are limited to 1 hour.
- You may only have 2 active reservations per week.
- Meeting/study room reservations must be for at least 2 people. Single person use is not available at this time. *Online attendees count as meeting participants.
- Reservations cannot be made more than one week ahead in advance.
- The Library reserves the right to limit patron reservations to no more than two reservations per month.
- The Library reserves the right to reject reservation requests and to end the meeting reservation if policies are not being followed. Failure to comply with Library policies will result in the loss of meeting room privileges.
- A reservation should be canceled with as much notice as possible when a reservation is no longer needed. Your confirmation email will contain a link to click if you need to cancel a reservation.
- If you are not seated in the reserved room within 10 minutes of the scheduled start time of the reservation, the reservation will be forfeited and the room will be made available.
- The person reserving the room must be present throughout the entire time of the reservation and has

full responsibility for following library policies and care of the room.

- If belongings are left in a room for longer than 10 minutes without the patron being present, the items will be removed and the reservation will be forfeited.
*Forfeited reservations count toward a patron's total reservations.
- Patrons may not remain in the room after their reservation has ended.
- No food is allowed in meeting/study rooms.
- Sleeping in rooms is strictly prohibited.
- Lights must remain on and doors remain unlocked for the duration of the room reservation.
- Patrons who are found violating room policies will lose their study room privileges and may not reserve a room.
- Patrons should plan to start concluding meetings and tidy up five minutes before the end of their sessions, in order to have the room ready for the next reservation.
- Meeting rooms may not be used for commercial purposes, solicitation of business, or fundraising. Examples of commercial activity include:
 - Advertising or selling products, memberships, or services
 - Charging a fee for entry, either in advance or at the meeting
 - Asking for donations
 - Asking attendees to provide contact information to use for advertising or soliciting.
 - Political campaigning related to a candidate for elected public office.
 - Any illegal or potentially hazardous activities.