



Room Reservation Policy

The Sky Room & Tutoring Room are available for public use by reservation. Patrons using the room must abide by the [Library's Code of Conduct Policy](#). Granting permission for use of the Sky Room and/or Tutoring Room does not in any way constitute an endorsement of the group's policies or beliefs by Moon Township Public Library.

Please note the following reservation rules/details:

- The Sky Room & Tutoring Room are available for use during library hours only.
- Moon Township Public Library and other Moon Township municipal groups have priority over groups who wish to rent the public spaces.
- Renting is done on a first-come, first-served basis.
- Reservations must be made by adults 18+ years old.
- Smoking is not permitted anywhere in the building.
- Moon Township Public Library does not provide supplies, storage, or publicity for rented events.
- Direct selling of any kind is prohibited, unless it is sanctioned as part of a program sponsored by the library, the Library Board, or the Friends of the Library.
- Under no circumstances shall the sponsor of a meeting open to the public require sign-in of attendees nor should any follow-up contact be made at the sponsor's initiation.
- Youth groups may use the room only if they are accompanied by an adult supervisor of the group (21 years or older) who assumes full responsibility for supervision of the group for the entire time they use the Sky Room.
- Any group using the rooms that brings children to the meeting may not leave the children unsupervised in other areas of the library. See Moon Township Public Library's [Unattended Children Policy](#).
- Library staff must have access to the room at all times.
- The Library Board and the Library Director reserve the right to cancel a reservation at any time and for any reason.
- Any group or individual violating these rules may be asked to leave and/or denied future use of the facilities.

Sky Room

The Sky Room is a top floor space used for storytimes, discussion groups, crafts, classes, and presentations. Recurring Sky Room events include Great Decisions, Mother Goose on the Loose, the Knitting Club, the Lyme Disease Support Group, and the Mahjong Group. The Library Board of Trustees subscribes to Article VI of the American Library Association's Library Bill of Rights which states that facilities shall be made available to the public served by the given library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.



The Sky Room must be reserved at least 7 days in advance and no more than 1 year in advance of use. A \$25 per hour fee does apply to this space.

Tutoring Room

The Tutoring Room is a quiet space for students of all ages. Visitors can study alone, learn with their tutors, or work on a group project in privacy. The Tutoring Room can be reserved same-day and no fee is attached.