

Policy and Procedure Manual	Section B 15
Public Policy Sensory Room	Issued : October 19, 2020  Approving Authority: Board of Library Trustees

### **Sensory Room Policy**

The Sensory Room of the Library is for use by small groups limited to (unknown fire code occupancy) in total. The purpose of this Room is to provide a space away from the possibly noisy environment of the rest of the Youth Services Department. Use of this Room should be consistent with the objective of the Library, which is to provide for all ages, a suitable environment for learning.

Use of the Sensory Room will be arranged at the Youth Services Desk on the first floor. The Sensory Room will be used as it becomes available on a first come, first served basis. A waiting list will be kept if the Room is occupied. No advance registration will be taken.

The Sensory Room will be limited to the current Fire Code occupancy requirements. No extra chairs will be allowed. Activities in the Sensory Room should not materially or substantially interfere with the proper functions of the Library. Prohibited activities include: causing excessive noise, creating safety hazards or security risks, and creating other disturbances that violate the Library Patron Behavior Policy.

All individuals are responsible for the condition of the Room and should return furniture to the original arrangement. Repair costs for any damage to the Room will be charged. All individuals in the Room are responsible for the behavior of others using the Room during their session.

The Sensory Room may be used for one hour. When the one-hour time limit expires, the Room will revert to a first-in-first-out policy as administered by Library staff. A valid, photo ID must be presented for an individual using the Sensory Room.

The Board of Library Trustees reserves the right to amend this policy at any time. The Library may also deny access to the Sensory Room to individuals that have failed to follow the rules and regulations for the room's use.