



Small Collaboration Room Guidelines.

By using space, you agree to the following guidelines:

- This room is a co-working, collaborative space. Reservations cannot be made for this room. To reserve a study room go to the help desk.
- Patrons using the Small Collaboration Room must use the space for its intended purpose as a co-working space, networking location, shared workspace, classroom training space, library programming space, and as an office space for individuals participating in startup activities through the program.
- Equipment and canvas board located in the room may be used by Coworking Oasis participants. Staff will facilitate the setup and login of any equipment an individual requires for the space.
- No adhesives/tape of any kind is allowed on any surfaces of the room. This includes the use of adhesives/tape on the dry erase board.
- **Food & Drinks** are allowed in the meeting room. Drinks are only permitted with a sealed lid.
- Admission fees will not be charged for meetings or events held in the small collaboration room. Users of the space may not buy or sell anything while using the room.
- Do not block any walking path(s) or doorway(s) with the mobile dry erase board while in use. If not in use, leave the dry erase board in the corner of the Coworking Oasis space.
- Lights are to remain on when using the space. Lights will only be turned down or off for library programming.
- The Yuma County Library is not liable for any personal item(s) (technology or other) that is left unattended in a room. Please make sure to keep track of your belongings when using the space.
- By using the room, you agree to leave the space at the request of library staff if any stated guidelines are not followed.

All guidelines outlined above are subject to change.

Classroom Guidelines.

By using space, you agree to the following guidelines:

- A **minimum of 10 people** must be present to use the Classroom. The room seats up to **20** people.
- The Classroom can be reserved for **THREE** hours or less per day.
- The Classroom may be reserved up to **60** days in advance for groups. If a group becomes too large for the small collaboration room they may be moved to the Classroom. There is a limit of **1** reservation per day. Library staff has priority scheduling for both spaces for programming. If a meeting time or date is required, the individual or customer will be notified of the change. Call the Computer Access Desk at (928) 373-6513 to check for room availability.
- Please arrive a few minutes early or on-time for your reservation. If the room has not been claimed within **15 minutes** of the scheduled time, the reservation is automatically canceled and the room is made available to others for use.
- Admission fees will not be charged for meetings or events held in the classroom. Users of the space may not buy or sell anything while using the room.
- To request the use of a laptop, an individual or patron must ask for the assistance of a staff member. Staff will setup and secure any equipment requested by the public for use in either space. Laptops used in the space cannot be checked out for use outside the library. Make use of a portable storage device or e-mail to save data.
- No adhesives/tape of any kind is allowed on any surfaces of the room. This includes the use of adhesives/tape on the dry erase board.
- The Yuma County Library is not liable for any personal item(s) (technology or other) that is left unattended in a room. Please make sure to keep track of your belongings when using either space.
- Lights are to remain on when using the space. Lights will only be turned down or off for library programming.
- By using the room, you agree to leave the space at the request of library staff if any stated guidelines are not followed.

All guidelines outlined above are subject to change.