Small Conference Room Use Policy

Adopted by the Library Board of Trustees 10-27-25

The San Mateo Public Library (SMPL) provides free access to small conference rooms that are reserved for use by individuals and small groups. The ten rooms are located throughout the San Mateo Main Library and can be reserved online from the Library's website, www.smplibrary.org or by calling the library for assistance. The Library regulates the rooms to ensure equitable access because they are a limited resource. Patrons need a valid library card from a member library of the Peninsula Library System to make a room reservation.

All rooms, except for room 213 on the 2nd floor, are available for use by individuals. Room 213 is reserved for group usage only. This is the only room that is not available for reservation for use by only one individual. Rooms 152 and 153 are located on the first floor in the Children's area of the Main Library. Although these rooms are open to all, they are furnished with smaller chairs and tables meant specifically to accommodate usage by children.

Room capacities are listed below:

- Rooms 152, 153: 1 to 4 occupants
- Room 213: 2 to 6 occupants
- Rooms 311, 312: 1 to 6 occupants
- Rooms 320, 321, 322: 1 to 4 occupants
- Rooms 345, 346: 1 to 5 occupants

- Rooms may be reserved for up to 2 hours per day in half hour increments with a valid Peninsula Library System library card.
- If a patron does not have a library card, they can use the room for one hour instead of two hours. Staff will book the room on their behalf.
- Rooms may be reserved up to one week in advance.
- The patron who registered for the room must be physically present during the time the room is booked.
- Patrons have a 10-minute grace period to check in at the information desk and occupy the room at the beginning of the reserved time. After ten minutes, the room reservation will be cancelled, and the room will become available to other patrons.
- Noise levels must be kept at a reasonable conversational volume since the study rooms are not soundproof. Noise should not be audible to those outside the room.
- The Library's Rules of Conduct Policy applies to all activities conducted in the rooms.
- Patrons must leave rooms in clean condition, with all trash in the receptacle and the whiteboard wiped clean.
- Food is not permitted inside the rooms.
- Additional furniture may not be brought into the rooms.
- Windows in rooms must always remain uncovered.
- The entrance to the room should not be blocked at any time.
- Personal belongings should not be left unattended inside the rooms.

Failure to comply with these guidelines may result in the suspension of small conference room reservation and usage privileges.