

## **RITER C. HULSEY PUBLIC LIBRARY**

### **TALKBOX RESERVATION & USE POLICY**

A reservation is required to use the TalkBox. The reservations are done on a first-come, first-served basis for one (1) hour with a single one-hour extension if there are no other reservations. Patrons may reserve the TalkBox for a maximum of 2 hours per day. If a reservation is extended, patrons will have to wrap up and vacate the room 5 minutes before their extended time is up.

Patrons must follow the Hulsey Public Library Code of Conduct when using the room.

Reservations must be made online.

#### **TalkBox Policy**

1. Individuals requesting a TalkBox reservation must be at least 13 years of age and possess a Riter C. Hulsey Public Library card in good standing or valid photo identification.
2. Patrons must check in at the front desk to claim the TalkBox reservation. Staff will escort the patron to the space to ensure it's clean and ready for use.
3. Staff will keep the patron's library card or photo identification until the patron checks out. During the checkout process staff will inspect the TalkBox for items left behind or any damages.
4. Patrons must check out at the front desk upon conclusion of the reservation.
5. The TalkBox may be reserved up to two weeks in advance online at <https://hulseypubliclibrary.simplybook.me/v2/#book>.
6. One-hour time slots are available with a maximum of two per day per person.
7. The TalkBox reservation not claimed within 30 minutes of the reserved time will be considered canceled and available for use by other individuals.
8. Individuals failing to arrive at the Library to fulfill the TalkBox reservation are considered "no-shows" and may lose the privilege of reserving the space in the future.
9. The adult reserving the TalkBox (or, if a minor has reserved the room, the adult who has signed for the minor's Library card) is responsible for any damages incurred during the use of the room.
10. No food is allowed in the TalkBox. Drinks must be in a container with a lid.

#### **Booking a Room**

- ONE hour time blocks per day
- One hour EXTENSION to a reservation, if no other patrons are waiting to use the TalkBox
- Reservations may be made up to two weeks in advance in person, online at <https://hulseypubliclibrary.simplybook.me/v2/#book>, or by phone at 972-551-6663.