



Waukegan Public Library Study Room Request Form

Main floor study rooms

- Study rooms can be reserved 1 week in advance free of charge for Waukegan Public Library card holders.
- If food is eaten in the study rooms, the room must be fully cleaned after its use.
- Users must be 14 years old or older.
- Rooms left empty for 30 minutes will be passed on to the next waiting group.
- Rooms may be reserved for a total of 4 times per month.
- Patrons **may not** use the rooms for any of the following activities:
 - To promote or advertise, directly or indirectly, a commercial product or service;
 - To hold activities or disseminate materials urging support of or opposition to candidates for office in a particular election, or issues on the ballot;
 - To hold activities or disseminate materials that a reasonable person would deem to be an endorsement of religion or religious belief by the Library or that urges support of or opposition to any religion or religious belief; or
 - To hold activities that would disrupt the normal operations of the library or involve a threat to public safety;
 - Private social gatherings.

Study Room	Capacity
1	3
2	2
3	8
4	8
5	4
6	4

Questions? Please call 847-623-2041 x238

Children’s study rooms

(Capacity: 4 people per room)

- Rooms in the Children’s Department are available on a first-come, first-served basis.
- May be used by children under the age of 14.
- Family rooms are also available.
- Please visit the Children’s Department’s Desk to request these rooms.

Contact person	Phone#
e-Mail address	Date and time required
Number of People	Library Card Number

Questions regarding the Children’s study rooms? Please call 847-623-2041 x280