



Queen Creek Branch Library
21802 S Ellsworth Rd
Queen Creek, AZ 85142
602.652.3000

Study Room Guidelines

1. The library's study rooms may be reserved up to 2 weeks in advance. Reservations may be made in person, by telephoning 602.652.3000, or reserving online at mclidaz.org/queencreek.
2. Customers who have reserved the room in advance should check in at the customer services desk prior to occupying the room.
3. The use of a study room is guaranteed for up to 2 hours per day for an individual or group, provided the room is available. After the initial 2 hours, customers may check in at the Customer Service Desk to see if they may continue to occupy the room. Additional occupancy is available on **an hourly basis** after the initial 2-hour request. Renewals are subject to availability and demand for the rooms.
4. Customers who have already occupied a room for their daily 2 hours will be asked by library staff to vacate the room at the close of the hour if another customer needs the room. Please promptly comply with library staff in this matter
5. If a group is reserving a study room, only one individual from the group may reserve the room. Different members from the same group **may not** reserve the room for consecutive periods of time as a new reservation.
6. Study rooms 1 and 2 may accommodate a maximum of 8 people. Study rooms 3 and 4 may accommodate a maximum of 4 people. Groups larger than 8 may not book a study room and should instead inquire about meeting room rental through Queen Creek Parks & Recreation 480.358.3700.
7. Reserved study rooms are held for 15 minutes after the beginning of the reservation time. If the individual does not show up within this time period, the room will be made available to other customers.
8. All study room requests are subject to the discretion of the librarian on duty.