

Gilford Public Library
ZenBooth Policy

I. Purpose

The Library ZenBooths are private, reservable workspaces intended for quiet study, zoom calls, passport or notary appointments, private meetings, homework, and other similar purposes.

II. Statement of Policy/Principles & Guidelines

- ZenBooths are available to both residents and nonresidents.
- A patron reserving the ZenBooth must be at least 14 years of age. Patrons using the ZenBooths are responsible for any damage inflicted on the ZenBooth while in their use.
- There are two ZenBooths that can be reserved for up to 4 hours at a time and patrons may stay longer if there are no other reservations. The default reservation per ZenBooth will be 1 hour unless otherwise requested. ZenBooth reservations can be made up to a month in advance.
- The ZenBooth Solo is for single occupancy only. The ZenBooth Duo is for single or dual occupancy.
- No food is permitted inside the ZenBooths.
- Failure to comply with this policy may result in termination of use and restriction of privileges.

III. Reservations & Procedure

- Reservations can be taken via phone, text, and in-person with patron's name.
- There is no fee for using the ZenBooths.

IV. User Responsibilities

- Chairs and tables are provided and should remain inside the ZenBooths unless removed for standing access. Chairs should be returned inside the ZenBooth when the patron's reservation is over.
- Lights and fans turn off automatically.
- Patrons are responsible for cleaning up after themselves and for removing any trash from the ZenBooth when their reservation is over.
- Any damage noted should be reported to library staff.