

# Tutorial Room Usage Guidelines

Winnipeg Public Library's Tutorial Rooms are for the use of small groups or individuals (1-6 people) needing a dedicated space to tutor, study, or have small meetings. As community spaces provided to facilitate learning, these bookable rooms are to be used for free activities and not for commercial purposes.

**Tutorial Rooms are available only at Millennium, Henderson, Louis Riel, and Sir William Stephenson Libraries.**

## **TUTORIAL ROOMS:**

- are free of charge
- are booked in-person or by phone
- are for non-commercial, no-charge activities (users must not be charging fees for their activities in the room)
- have minimal equipment: a table and chairs. Some spaces also have a whiteboard.

## **LIMITATIONS AND RENTAL TERMS:**

- Tutorial Rooms can be booked in-person or by phone during regular library hours
- bookings can be made up to 1 week in advance
- bookings by a user / group are limited to a maximum of three bookings per week (within a 7 day period)
- each booking is capped at 3 hours maximum (Millennium Library); and 2 hours maximum (other branches)
- people in a group cannot individually book consecutive slots

A group/user can extend their booking beyond the 2 or 3 hours if no one else has booked the room - extensions of up to 1 hour will be given. One-hour extensions can continue up to a maximum of 3 extensions.

Extensions cannot be pre-booked and they are determined at the end of each booking (within the final 10 minutes).

**Tutorial Room bookings will be cancelled if no one from the group arrives within the first 10 minutes of the booking.** The Room will then be available for others to book.

If you are a no-show for 2 consecutive bookings, the rest of your advance bookings will be cancelled without notice to you. New bookings will be at the discretion of the library.

#### TO CANCEL A BOOKING:

- call the library or visit in-person to cancel. No-show bookings will count against your weekly allotment and repeated no-shows may prevent you from making future bookings.

#### CONDITIONS OF USE:

Tutorial room capacities vary by library (1-6 people; check website for details). For everyone's safety, room capacities must be followed; excess people will be asked to leave the room.

Food and beverages are allowed. Please be aware that others will be using the space soon after your use; take all food and associated wrappings with you when you leave.

The Room must be left in the same state as found. Please clean up after your activities and do not attach anything to the walls or other surfaces.

Tutorial Rooms, their capacities and contact information is posted at <http://wpl.winnipeg.ca/library/ourservices/meetingrooms.asp>

#### FAQ:

##### **Why are there Tutorial Rooms only at some libraries?**

Tutorial Rooms are newer additions to our services. Tutorial Rooms are considered when new libraries are built or when existing spaces are renovated to allow for them.

##### **Why do I have to tell you if I can't make a booking?**

Tutorial Rooms are very much in demand. In reserving we are holding the space for you and preventing others from being able to use the space. If you are not going to use your booking, tell us so that we can allow others to reserve it.

##### **Can I just walk in and see if a Tutorial Room is available?**

Yes. You can book in-person when needed. You can also reserve a Tutorial Room by calling ahead.

##### **I made three bookings but didn't use the first two. I showed up for the last one and learned my booking had been cancelled. Why wasn't I notified?**

The rental terms for the Tutorial Room are online and available at the library. If you are a no-show for 2 consecutive bookings, the rest of your bookings will be

cancelled with no notice. If you can't make a booking, please contact us by phone or in-person to cancel.

**Why can't all members of my group each reserve a slot?**

In fairness to all individuals and groups that want to use the space, we consider a booking to be either an individual or a small group. You can book up to 3 hours (Millennium Library only) or 2 hours (other branches), with up to 3 additional one-hour extensions if no one else has booked the room.

**I need to take an online test. Can I bring my laptop and use a Tutorial Room?**

Yes. You can book a Tutorial Room for private study, taking an online test, or anytime you need a personal learning space. Note that some libraries also have quiet study spaces. Millennium Library's Study Room is on the 3<sup>rd</sup> floor. All libraries have free WiFi.

**I need a space to meet with clients for my small business. Can I use a Tutorial Room?**

No. Tutorial Rooms are only for non-commercial activities such as group study or small meetings. Most branches have meeting rooms you can book for a reasonable fee. See <http://wpl.winnipeg.ca/library/ourservices/meetingrooms.asp> for details.

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