

Tutorial Room Guidelines

Winnipeg Public Library's Tutorial Rooms are for small groups or individuals (usually 1-2 people) to tutor, study, take a test, or have small meetings. They are free to rent.

- Commercial activity is not permitted (e.g. selling products or providing services for a fee).
- Rooms have a table and chair(s). Some rooms also have a whiteboard.
- Room capacity limit must be followed.

CONDITIONS OF USE:

- Face masks are strongly recommended. Food and drink are permitted.
- The room must be left in the same state as found. Please do not attach anything to the walls or other surfaces.
- Use only whiteboard markers on the whiteboard.

BOOKING:

Tutorial Rooms can be booked in-person or by phone.

- bookings can be made up to 1 week in advance
- bookings are limited to a maximum of three bookings per week (within a 7 day period)
- maximum booking length is 2 hours
- a group (2+ people) cannot book consecutive slots

Please check in with staff on arrival before using the room. Bookings will be cancelled if not used within the first 10 minutes. The room will then be available for others to book.

If a user is a no-show for two consecutive bookings, the rest of the advance bookings will be cancelled without notice. New bookings will be at the discretion of the library.

TO CANCEL:

Please call the library or visit in-person to cancel. No-show bookings will count against the weekly allotment. The library may deny future bookings when there have been repeated no-shows.

Tutorial Rooms capacities and further information is online at winnipeg.ca/library under "Our Services".