

## STEAM Central Equipment Reservations Policy

### STATEMENT OF PURPOSE

The equipment in STEAM Central is available for individual use by advance reservation or by walk-ins. The goal of this policy is to ensure that the equipment is being fully utilized by as many people as possible during the [hours](#) that STEAM Central is open.

### PRIORITY FOR USE OF EQUIPMENT

Priority for use of STEAM Central equipment shall be the following:

1. STEAM Central and Tom Green County Library System staff preparing for public programs
2. Individuals who have made a reservation for a specific date/time
3. Walk-ins, based upon availability

### REQUIREMENTS FOR USE

The following requirements must be met by all individuals requesting a reservation of any of STEAM Central's equipment. The individual must:

- Be a Tom Green County Library System card holder in good standing in accordance with Tom Green County Library policies
- Have successfully completed all necessary training for the desired equipment

### RESERVATIONS

The staff of STEAM Central shall have overall responsibility for reservations. The following guidelines will be considered when reservations are scheduled:

- Reservations may not be made more than seven days in advance
- Work on the equipment should conclude and the user should clean and restore the work station 15 minutes prior to the end of a reservation time.
- Notice of cancellation must be given at least 24 hours in advance of a reservation. Cancellation of a reservation without 24 hours' notice may result in the denial of future reservations.
- Failure to arrive for a reservation within 30 minutes of the reservation time may result in a cancellation of the reservation and the equipment will be made available to other Makers.

### GENERAL RULES OF USE

The following General Rules of Use apply to any facility users:

- Applicants are expected to abide by the STEAM Central [Usage Policy](#) at all times.
- Individual reservations may be made only during hours STEAM Central is open.
- Groups may schedule a training or demonstration of any equipment in STEAM Central. To schedule a training and/or demonstration, please contact the library. Trainings and/or demos will be offered based on staff availability.