



McDuffie Writer's Room Usage

The McDuffie Writer's Room is the home of the McDuffie Writers' Co-op. It is a dedicated quiet space for writing and contemplative work. Because this is a communal working space, writers are asked to respect one another, and refrain from cell phone usage and speaking loudly.

- Usage of the Writer's Room is restricted to persons who have signed this form.
- Individuals under 18 years of age are not allowed in the room unless accompanied by an adult.
- Writers who have signed this form need to sign-in at the circulation desk each time they want to use the room; they will then be given the access code to the door.
- For security reasons, please do not leave any personal belongings unattended in the writer's room. The library is not responsible for any forgotten, lost or unattended property.
- The room has 7 desks. A desk can be reserved for one, two, or three hour time slots. Reservations can be made 24 hours in advance or the day of by calling the library's front desk (914-232-3508).
- Library sponsored and co-sponsored programs have priority over all other room reservations.
- Commercial usage by of this room by individuals or groups is not allowed.
- Upon leaving, the last person using the room is responsible for turning off the heat and/or air conditioning, closing the windows, and turning off the lights. The door will automatically lock when shut.

I have read the above terms of usage and understand my responsibility and will abide by these guidelines.

Please sign and fill in contact information below.

Name (please print) _____

Signature _____

Date _____

Address _____

Phone/Email _____

-Approved by the Board of Trustees June 2017