

# **Racine Public Library Sensory Room Policy**

## **I. Purpose of the Sensory Room Policy**

This Sensory Room is designed for, but not limited to, users who are sensitive to typical sensory input. This space is designated for individuals to interact with an array of multi-sensory experiences. The Sensory Room is a low-stress, fun environment for all individuals to work through their emotions, explore their senses, develop coping strategies, and/or meditate.

## **II. Eligibility**

This space is accessible to individuals of all ages and abilities.

## **III. Rules and Regulations Governing the Sensory Room**

Users of the Sensory Room will comply with all rules, policies and procedures developed by the Racine Public Library (RPL). This Sensory Room policy complements and works in tandem with RPL's Library Commitment of Excellence for All Policy, Public Use of Rooms Policy, and Computer & Internet Use policies.

## **IV. Room Use**

Use of the Sensory Room will be arranged at the Youth Services Desk on the first floor either in person, or by phone in advance. Reservations will be first come first serve.

- If there is no scheduled reservation at the time a patron requests to reserve the room in person, library staff can register patrons for the room at that time.

The User agrees to take precautions to avoid causing unnecessary mess or damage in the Sensory Room. The User agrees to clean up after use, and to inform a staff member in the case of any issues.

The Library staff may deny access to the Sensory Room to individuals who have failed to follow the Policies and Procedures of the Sensory Room.

The Sensory Room Policy, in accordance with the Public Use of Rooms Policy, allows the Library to retain the right to monitor all meetings, programs, events, and usage of space conducted on the premises to ensure compliance with Library regulations. The Executive Director shall be responsible for developing and implementing procedures governing the usage of the Sensory Room. These procedures shall be consistent with the principles outlined in the Sensory Room Policy. The Racine Public Library Board of Trustees reserves the right to amend this policy at any time.

Approved by: RPL Board of Trustees

Approved Date: February 16<sup>th</sup>, 2023

Review Schedule: Annual

Next Review Date: February 2024

# **Racine Public Library**

## **Sensory Room Procedures**

### **I. Sensory Room Availability**

- The Sensory Room will be available for use by advance reservation from an hour after the Library opens and two hours before the library closes.

### **II. Reservations**

- Reservations for the Sensory Room will be for individuals, families or small groups with a maximum capacity of 6 individuals. Only 6 individuals are allowed in the sensory room at a time.
- Sensory Room reservations will be made in 45 minute increments only, in order to allow staff to clean and sanitize the room for the next reservation (15 minutes for cleaning).
- Use of the room will be limited only to the individual/s who reserve the room for that time slot. For example, if the room is reserved by one individual, the room may not be reserved by other individuals in order to meet capacity.

### **III. Supervision:**

- Parent/guardian supervision is required for children less than 12 years of age, as the room contains a variety of equipment that requires supervision.

### **IV. Use of the Room Rules**

- To maintain a clean and safe space for all users, please:
  - Return all equipment and materials to their original location
  - Remember to take your personal belongings with you
  - Leave the space in the condition you would want to find it in
  - Inform a staff member if any materials or equipment are damaged or malfunctioning.
- We also ask that you refrain from any of the following activities:
  - Consumption of food and beverages (unless you have special dietary or medical needs).
  - The Sensory Room may not be used by professionals to conduct any form of therapy without the pre-approval of Library Staff.

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