



## **Sensory Room Reservation & Usage Policy**

The North Miami Beach Public Library maintains a Sensory Room in the Children's Department, designed specifically to support patrons with special needs. This room includes various items and installations designed to support patrons with a wide range of sensory and disability issues, including noise machines, sensory and stimulation toys and machines, soft seating, compression garments, motor skill enhancing toys, and other items. The room also includes two small tables with four chairs, and one larger rocking chair.

The Sensory Room may be reserved for one hour at a time, and must be reserved by either visiting the Circulation Desk or the Children's Librarian's desk in person or by calling on the phone to request a slot the same day. Patrons may attempt to use a room for longer by reserving it again a maximum of one time at the end of their first reservation, but only if it is not already reserved by another patron at that time. Patrons must leave promptly at the end of their reserved time in order to allow the next user of the room their full reservation.

The Sensory Room may only be reserved by patrons with sensory or special needs, or by parents or caregivers of children with such needs; it is not available as a general study room or tutoring space. The person with special needs must be physically present for the duration of the reservation for that reservation to be honored, and the room may only be used in order to provide sensory relief, education, or therapeutic activities for such a patron. The Sensory Room has a maximum capacity of four people at any given time. Children may not be left unattended in the Sensory Room and must be with an adult caregiver, teacher, or therapist at all times.

Items in the Sensory Room, including fidget toys, sensory and stimulation items, and manual dexterity activities, are not available to the general public and may not be loaned out to children who are not using the Sensory Room for use as toys. All Sensory Room items must remain within the room at all times and may not be removed from it, used elsewhere in the Library, or taken out of the Library building. (Patrons with sensory issues who wish to work elsewhere in the Library are encouraged to visit the Circulation Desk and request to check out a Sensory Survival Kit, which includes noise-blocking earmuffs, light-filtering glasses, and sensory fidget items.)



Patrons using the Sensory Room must abide by all normal Library policies and regulations, including:

- No food or drink is allowed in the Sensory Room, with the exception of water bottles with closable caps.
- Patrons must remain fully clothed, including shoes.
- All furniture and sensory items must remain in the room.
- Patrons may not cause property damage, including the need for extensive or unusual cleaning.
- Patrons may not sleep in the Sensory Room.
- Patrons may not perform any other actions or activities that are prohibited in Library or City policies.

Patrons found to be violating Library policies, using the Sensory Room for unintended purposes, or otherwise abusing the Sensory Room may lose the ability to reserve it in the future.

Please note that in cases when a patron with sensory needs is experiencing distress, such patrons are allowed to use the room for recovery and regulation even if they do not have a reservation, as long as it is not already in use by another patron; please notify the Children's Librarian of the situation and a reservation will be made to allow the room's usage on the spot. Patrons of any age with sensory issues are invited to use the Sensory Room in such a way as long as they abide by the rules set forth in this policy.