
Title: *Sensory Room Policy*

Effective Date: 8/17/22

Authorized By: Library Board of Trustees

Date of Last Revision: 8/20/25

The Huntington City-Township Public Library will provide a sensory room for public use. The room is available free of charge. The room is designed for individuals with sensory disorders, autism, Alzheimer's disease and dementia. The room provides a safe space for individuals to take a break and explore sensory activities. The sensory room will provide users with soft seating, weighted objects, tactile manipulatives, and soft lights.

Room Use

- Room users must fill out a room request form and a consent form that holds them responsible for any missing items or damages and states the library is not responsible for any injuries sustained while using the rooms. The forms may be filled out online or in person. When room users arrive, staff will make a copy of their ID to attach to their meeting room request.
- The room must be booked with either a library card and/or a state issued ID; teens must have a library card to book the room.
- Patrons will be allowed to use the sensory room in emergency situations without pre-booking the room.
 - In a situation where the room is needed immediately, staff will acquire the patrons ID or library card until they are done using the room. The patron will then complete the paperwork post emergency.
 - If an adult enters the room with a child during an emergency and is found to not be that child's parent, or an authorized person, they will be asked to leave the room for safety reasons.
- The sensory room is accessible to patrons of all ages.
 - Teenagers 16 years and older may request the use of the sensory room without adult permission, they must have a library card.
 - Patrons aged 15 and under will need a parent or legal guardian to book the sensory room for them to access the room.
 - Patrons age 13 and over may be left alone in the sensory room booked for them.
- Sensory room use will be limited to one person at a time. Exceptions will be made for minors and those who need a caregiver.
 - Children under 13 years old cannot be left in the room alone.
 - Adults who have an employed caregiver with them may access the sensory room together.
 - Only parents, professional caregivers, and authorized individuals will be allowed into the room with another person. If a parent wishes to authorize another family member or person to use the room with their child, they must inform staff who will add the names of the authorized person to their account.

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- The standard use time will be 30 minutes. This time may be adjusted under special circumstances at the discretion of the staff.
- No food or drinks will be permitted inside the room.
- The room will contain a binder listing items in the room, how to use them, and benefits they provide users.
 - Users will be required to pick up and put away materials used.
 - Users may be charged the actual cost of repair or replacement for any damaged items. Charges will be determined at the discretion of the staff.