Group Study Room Reservation (Faculty)

<table>
<thead>
<tr>
<th>Name of Requestor</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>Date Requested</td>
<td>Time Requested</td>
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<tr>
<td>Contact Number</td>
<td>Email Address</td>
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**Guidelines**

1. Library staff will attempt to accommodate requests for specific group study rooms, but reserves the right to assign rooms. Reservations are not official until approved.

2. The study rooms are available for use on a first-come, first-served basis.

3. Same day requests for the Group Study rooms are not guaranteed.

4. Requests for room reservations will not be accepted more than two weeks ahead of the requested reservation date.

5. Rooms will be assigned based upon the number of individuals in the group.

6. Reservations are held for 15 minutes; after that the reservation is cancelled.

7. When using a study room, doors should remain closed and conversation kept to reasonable levels. Groups that are excessively noisy and disturb other patrons may be asked to vacate study rooms.

8. No **food** or **beverages** allowed in rooms.

9. Upon leaving the room, group members should remove personal items, return library materials and dispose of any garbage in proper receptacles.

10. Faculty must remain with students during room use.

Library Use Only

Room #_________ Date _____________ Requested Time: *from___________ to___________

Name of Responsible Individual

11/2011