

Library-Learning Resource Center Group Study Room Policy

Room # _____

Total Number of Group Members _____

Time In _____

Time Out _____

Name of Responsible Individual

Condition of Room (note exceptions here):

Rules for Group Study Rooms

1. Only Olive-Harvey College students, faculty and staff employees holding a valid Olive-Harvey College identification card may use the group study rooms. Requests must be made in person and if a room is available the request will be honored.
2. Group study rooms must be used by two or more individuals. You must have two members of your group present to sign out a group study room.
3. An individual adult may not occupy group study rooms with small children for the sole reason of keeping the children under control.
4. No defacing of Library property. The individual signing for the room will be responsible for all damage to Library property and is subject to the cost of cleaning and repair, and disciplinary action. The responsible individual should inspect the room and report any pre-existing damage to the circulation desk staff immediately. Any unreported damage found would be your responsibility.
5. **No food or beverages** are allowed. If food or beverages are discovered the offender(s) is subject to defaulting of room use and or privileges revoked.
6. No cell phone usage, loud noise or music allowed. No inappropriate behavior.
7. Do not leave the room unattended. Remember -- you are the responsible party. Do not leave belongings unattended. The Library is not responsible for lost or stolen personal belongings.
8. If a group study room is left unoccupied (i.e., if it is not occupied by at least 2 students) for 15 minutes during a reserved block of time, the room will be considered vacated. At that point another group may reserve the room. Leaving ***personal effects in a room does not constitute occupation***. Items left unattended will be removed and may be claimed at the Circulation Desk.
9. 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.
10. Furniture may not be rearranged, nor chairs brought into or removed from group study rooms, and blinds should not be raised in rooms applicable.

Statement of User Responsibility

I acknowledge the rules governing the use of the group study room and accept full responsibility for any damage incurred while the room is in my custody. Any pre-existing damage as noted upon my inspection of the room and listed above are not my responsibility.

Signature of User

Date