

Group Study Room Reservation (Faculty)

_____ Name of Requestor		_____ Course Title
_____ Date Requested	_____ Time Requested	_____ Class Size
_____ Contact Number		_____ Email Address

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