

GROUP STUDY ROOM

POLICY

Group study rooms are available for a two-hour checkout period for groups of two or more students. The room must be occupied by at least two people at all times. An individual cannot “hold” a room. Leaving the room unattended for any period of time constitutes forfeiture of the room. The rooms are for group study only and are checked out on a first-come-first-serve basis. Students may return and checkout the group study room key again if there are no students waiting. If there are groups waiting, you are expected to give up the room after your two-hour period is over. We reserve the right to ask any student that a second student is present during additional checkouts to confirm that the group study room policy is being followed.

PROCEDURE

A current student identification card is required to checkout a key from the Circulation Desk.

Two or more people must be present at the Circulation Desk to check-out a room.

All rooms must be vacated ten minutes before closing time.

Lock the door on the way out.

Return the key to the Circulation Desk directly to staff or you may drop it off in the designated tray at the Circulation Desk.

RULES

1. Two or more people must be present in the room at all times.
2. No eating or drinking.
3. No games.
4. No cell phone use.
5. No loud talking.
6. No leaving belongings unattended.
7. Keep the room clean; erase the white board before you leave.

LATE FEES

A late fee will be charged if key is not returned to the Circulation Desk on time. The fee is **50 cents** for each late hour (or partial hour).